

TITLE:**Accounts Specialist - Payroll****QUALIFICATIONS:**

Any combination equivalent to high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, and five years of responsible and varied accounting experience; possess the necessary literacy and accounting skills to fulfill the performance responsibilities of the job; knowledge of State Financial Accounting System "Munis" preferred (but not required).

REPORTS TO:

Chief Financial Officer

PRIMARY JOB GOAL:

To perform payroll duties for the District and to assist in planning and organizing the Board of Education's accounting and reporting system in conformance with Generally Accepted Accounting Principles.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of generally accepted accounting principles, reporting policies, and practices of general fund accounting; knowledge of financial record-keeping procedures, and applicable state requirements and other laws and regulations; ability to communicate clearly and concisely, both orally and in writing, and use proper telephone techniques and etiquette; ability to establish and maintain effective working relationships with others; possess skills in proficient use of data processing equipment and systems, computers, word processors, and peripheral equipment; ability to establish and maintain a variety of complex and confidential files and records; ability to work confidentially with discretion; possess organizational skills; ability to assist Chief Financial Officer on a variety of complex budget and accounting functions including internal auditing, general ledger, cost accounting, payroll, accounts payable, and accounts receivable; ability to read, interpret, and follow rules, regulations, policies, and procedures; ability to work under deadlines and timelines.

PERFORMANCE RESPONSIBILITIES:

- Processes all payrolls and related records for the district; computes hours and pay of employees for each payroll period; computes and summarizes deductions such as withholding tax, retirement, and insurance, and maintains records of deductions; verifies and inputs data.
- Prepares all required monthly payroll reports, including but not limited to Certified Retirement and Classified Retirement reports.
- Prepares semi-monthly deposits for State and Federal Tax deposits.
- Prepares and reconciles monthly health insurance billings making the necessary changes and stage report to KDE.
- Prepares and reconciles monthly and quarterly reports for Social Security, Medicare, Federal Tax, Unemployment, and City Tax.
- Prepares and reconciles Annual Certified Retirement Report, Annual Classified Retirement Report, Annual Federal Tax, and Annual State Tax Report and W-2's for all employees.
- Assists in administering health insurance for full-time personnel.
- Monitors changes in payroll-related data, prepares changes, corrections, or adjustments as necessary; notifies proper authorities.
- Works closely with school attendance clerks in training and capturing attendance data for all employees. Reconciles attendance data and ensures the attendance software correlates with attendance data in Munis.
- Maintains records of individual earnings, deductions, and related data; processes retirements and termination as appropriate; verifies documents for proper account codes, pay rates, and related data.
- Prepares for distribution payroll paychecks and warrants according to established procedures and guidelines.
- Processes the payroll-related sections of various employment verification forms; process garnishments.

- Produces and distributes annual salary verification report to all district employees.
- Works closely and cohesively with Human Resources.
- Enters employee pay, accruals and deductions into MUNIS.
- Assists school secretaries/bookkeepers with financial questions and procedures pertaining to bookkeeping and coding.
- Operates a variety of office equipment including calculator, copier, computer terminals, and fax machine.
- Communicates with district personnel on confidential or sensitive issues.
- Performs related duties and assumes other responsibilities as may be assigned by the Chief Financial Officer.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT											
1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:											
ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting	X							X			
b. Walking		X	X								
c. Standing		X	X								
d. Bending		X	X								
e. Squatting		X	X								
f. Climbing		X	X								
g. Kneeling		X	X								
h. Twisting		X	X								
i. Lifting		X	X								

LIFTING		
<input type="checkbox"/> 0-10 lbs. <input checked="" type="checkbox"/> 11-15 lbs. <input type="checkbox"/> 16-30 lbs. <input type="checkbox"/> Over 31 lbs.		
2a. HAND MANIPULATION REQUIRED? <input checked="" type="checkbox"/> Yes (If yes, complete 2a,2b,2c,2d,2e)		
<input type="checkbox"/> No		
2b. Repetitive hand movements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
2c. Simple Grasping?	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2d. Power Grasping?	Right Hand	Left Hand

	Yes _____ No <u>X</u>	Yes _____ No <u>X</u>
e. Pushing Pulling?	Right Hand Yes _____ No <u>X</u>	Left Hand Yes _____ No <u>X</u>
f. Fine Manipulation:	Right Hand Yes <u>X</u> No _____	Left Hand Yes <u>X</u> No _____

3. (a) Does the job require a worker to reach or work above the shoulder? X Yes _____ No
 Frequency? As needed

(b) Reaching at or below shoulder level? X Yes _____ No
 Frequency? As needed

4. Does the job require use of his/her feet to operate foot controls or repetitive movement? _____ Yes X No

5. Are there special visual or auditory requirements? X Yes _____ No
 If yes, please describe (i.e. working with computer terminal): working with a computer terminal or laptop, software for data entry, payment, etc...

WORK ENVIRONMENT:

a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions?
 _____ Yes X No

b. Is the employee exposed to fumes or airborne particles? X Yes X No
 If yes, please specify: Potential exposure common to cleaning supplies or dust and debris that is common with the regular office setting, etc...

BLOOD/FLUID EXPOSURE RISK: (check the right category)

_____ Category I: Tasks involve exposure to blood, fluid, or tissue

_____ Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but the job may require performing unplanned Category I tasks.

X Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

TERMS OF EMPLOYMENT:
 239 days per year; salary is commensurate with the Simpson County Schools Clerical Salary Schedule.

EVALUATION:
 Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval: **to be approved on May 21, 2026**

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____