



ANDERSON COUNTY SCHOOL DISTRICT FIVE

HUMAN RESOURCES

FISCAL OPERATIONS

POSITION OVERVIEW

TITLE: Payroll and Systems Manager
STATUS/FLSA: Full-time / Exempt
PAY SCHEDULE/GROUP: Administrative Schedule, Group 4
DIRECT REPORTS: Full-time: (0); Part-time (0)
SUPERVISOR: Director of Finance
TERMS OF EMPLOYMENT: 240 Days. Salary determined by schedule set by the Board.
EVALUATION: Evaluated annually by the Director of Finance.

GENERAL DESCRIPTION

The purpose of this classification is to perform and supervise activities necessary to process payroll in an orderly, accurate manner to ensure timely payment of wages to all District employees. Responsible for maintaining related data necessary for reporting taxes, voluntary deductions, garnishments, military and jury duty pay on monthly, quarterly and annual basis. Assists the Director of Finance in all areas related to payroll.

ESSENTIAL DUTIES

- 1) Process and review payroll for District personnel
- 2) Maintain Staff listing in South Carolina Educator
- 3) Prepare and file quarterly payroll tax and unemployment reports
- 4) Assist in the yearly distribution of teacher supply funding
- 5) Prepare adjusting journal entries as required
- 6) Prepare and process W-2s
- 7) Collaborate with Human Resources in making necessary changes to employee profiles including terminations, account numbers, locations, salaries and years of service.
- 8) Calculate pay for national board certification
- 9) Prepares quarterly reports including 941s
- 10) Maintains TimeClock Plus timekeeping software. Includes set up of new employees, working with users regarding accuracy of time, downloading data to process in accounting software for additional earnings, and training staff on how to use system.
- 11) Assist in calculating salary and fringe budget numbers for annual budget including schedules for local County Board
- 12) Assist with yearly audit including schedules and analytical work
- 13) Trains district staff as needed in payroll, financial or systems information as it relates to job

ADDITIONAL DUTIES

TITLE: Payroll and Systems Specialist

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

Complete payroll surveys required by Federal and State Government to include Occupational Employment Report, US Census Bureau Census of Government Employees, and Multiple Worksite Report.

Assists Director and Assistant Superintendent of Finance with any questions and projects as related to payroll.

Communicates professionally with District staff, vendors and external agencies via written letters, phone calls, emails and in person as needed.

Perform other duties as assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES	Knowledge of accounting systems and practices; Experience with Microsoft computer applications and basic functions; Ability to communicate effectively verbally and in writing; Ability to perform accurately in a detail-oriented environment; Ability to prioritize, organize, and perform work assignments simultaneously; Ability to compile, review, and reconcile data for accuracy, completeness, and compliance; Knowledge of District operations, services, and policies.
TOOLS AND EQUIPMENT USAGE	Use computers for data entry, word processing, spreadsheets, PowerPoint presentations or custom applications. Use electronics or complex software, hardware, or network systems.
EDUCATION	Completion of Bachelor's degree. Accounting Preferred
EXPERIENCE	5 years. Experience may be substituted for education
LICENSES, CERTIFICATIONS	REQUIRED: None. PREFERRED: None.
PHYSICAL REQUIREMENTS	<p>ACTIVITIES: Standing under 1/3 of the time; Walking under 1/3 of the time; Sitting over 2/3 of the time; Gripping or feeling with hands under 1/3 of the time; Reaching with hands and arms under 1/3 of the time; Climbing or balancing none of the time; Stooping, kneeling, crouching, or crawling under 1/3 of the time; Talking or hearing over 2/3 of the time; Tasting or smelling none of the time.</p> <p>LIFTING: Up to 10lbs under 1/3 of the time; Up to 25lbs none of the time; Up to 50lbs none of the time; Up to 100lbs none of the time; More than 100lbs none of the time.</p>
VISION REQUIREMENTS	No special vision requirements.

TITLE: Payroll and Systems Specialist

**WORKING
CONDITIONS
AND HAZARDS**

Indoor Environment.

SIGNATURES

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

IMMEDIATE SUPERVISOR

DATE

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

ASSISTANT SUPERINTENDENT FOR PERSONNEL/PERSONNEL DIRECTOR

DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

EMPLOYEE

DATE



Anderson County School District Five is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. The County seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed.

