

Position Type:
Finance/Payroll

Date Posted:
2/16/2023

Location:
District Office

Closing Date:
Open Until Filled

Additional Information: [Show/Hide](#)

Work Schedule: 245 Days

Salary Range: \$50,058 - \$75,812

**FAIRFIELD COUNTY SCHOOL DISTRICT
JOB TITLE: PAYROLL SPECIALIST**

**FINANCE DEPARTMENT
DISTRICT OFFICE**

Under occasional supervision, coordinates and performs responsible accounting work in the processing and preparation of scheduled and unscheduled payrolls for the District and in the maintenance of related records and reports; and performs related administrative and technical work as assigned. Reports to the Director of Finance.

ESSENTIAL JOB FUNCTIONS

Coordinates and performs technical accounting work in the preparation and processing of scheduled and unscheduled payrolls for the School District.

Plans and reviews work to ensure that work is complete and accurate.

Exporting and manipulating data proficiently and independently in Microsoft Excel to provide needed payroll data analysis.

Efficiently and effectively manages and updates data in payroll and timekeeping software in order to produce accurate and timely information.

Offers training, advice, and assistance as needed.

Monitors and controls payroll workflow to ensure effective and efficient daily operations.

Evaluates, recommends and implements guidelines, deadlines and procedures for the processing of District payroll.

Calculates salaries for new employees, terminating/retiring employees, salary changes for existing employees and Family Medical Leave wage estimates.

Balances, produces and distributes payroll checks and direct deposit notifications.

Posts payroll to ledger.

Produces and distributes W2 forms; files year-end wage reports with the Social Security Administration.

Pays federal and state withholding taxes; creates, balances and files quarterly 941 and state withholding reports.

Creates, balances and files monthly and quarterly S.C. Retirement System reports; completes retirement forms for employees.

Compiles data for and prepares various payroll/financial records and reports as required by the District and other agencies.

Attends and participates in various District meetings as required.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Performs routine clerical tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Operates a variety of equipment such as a computer, printer, copier, calculator, telephone, paper shredder, check signer/sealer/folder, postage meter, etc.; uses clerical, copier, computer supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other District administrators and staff, school administrators and staff, state and federal agencies, attorneys, State Department of Education personnel, accountants and the general public.

Attends training, seminars and conferences, etc., as required to maintain and enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associates degree, Bachelors preferred, supplemented by five to seven years of general bookkeeping and/or payroll experience or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Experience processing school district payroll is preferred. Must possess a valid state driver's license.