

Richland County School District One, South Carolina

Classification Description

Classification Title: Senior Accountant - Payroll

FLSA Status: Non-Exempt

240 days

Salary Range: \$49,795-\$69,318

General Statement of Job

Under occasional supervision, performs specialized accounting operations requiring the application of basic accounting principles and practices in the maintenance of financial records. Reports to immediate supervisor.

Specific Duties and Responsibilities

Essential Functions:

- Works with payroll supervisor with processing payroll on a bi-weekly basis which includes but not limited to processing kronos timekeeping batches, importing payroll deductions, approving pay actions, reconciling payroll totals, editing batches, assisting payroll clerks with problem solving, assisting employees with payroll questions, etc.
- Prepares, analyzes and reconciles financial payroll reports and data for the review of management, state and federal agencies.
- Be proficient with excel spreadsheets, timekeeping software, and Payroll software
- Examines and checks documents for conformity with District policies and federal and state laws and regulations.
- Computes and verifies salaries, deductions, taxes and/or other data for accurate recording and processing; Update and approve payroll changes from other departments; performs other general payroll duties as required.
- Receives and responds to inquiries from District management and staff regarding payroll and leave reports.
- Performs computer data entry to record, update and retrieve department information and to prepare spreadsheets, reports and correspondence.
- Performs general clerical work as necessary, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, etc.
- Receives, reviews, prepares and/or submits a variety of documents, such as expenditure requests, payroll reports, S.C. Retirement and Employment Security reports, tax forms, journals, ledgers, invoices, receipts, vouchers, magnetic tapes, surveys, requisitions, change orders, budget documents, annual reports, memos, correspondence, etc.
- Operates a variety of equipment, such as a computer, Internet, e-mail, scanner, printer, typewriter, copier, fax machine, binding machine, adding machine, safe, telephone, etc.
- Interacts and communicates with departmental supervisors and co-workers, District department heads and employees, state and federal agency representatives, IRS, vendors, etc.

Additional Duties:

- Other duties as required.

Minimum Education and Training

Requires a Associate's degree in accounting, bookkeeping or specialized application supplemented by three to five years of accounting experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.