



Union County School District

PO Box 907

Union, South Carolina 29379

Announcement of Vacancy Payroll Coordinator

Date Posted: August 27, 2021

Qualifications:

1. Payroll processing experience preferred
2. Experience using Payroll software
3. Excel / Microsoft Office user
4. Strong Organizational Skills

Reports to: Director of Finance

Job Goal: Compliance with generally accepted accounting principles and internal controls.
Multi-function support role to ensure dependable business office operation.

Responsibilities:

Produces semi-monthly and monthly payrolls (and mini payrolls, as needed) which involves such duties as calculating salaries, printing pre-lists, balancing payrolls, and setting up payroll runs with all appropriate reports. Post direct deposit notifications and reports to appropriate offices. Balances and posts payroll information, calculates taxes for each payroll and notifies the accounting department.

Prepares, reviews, and processes various records and reports including monthly and quarterly retirement reports, Form 711 (S.C. Retirement System), tax reports, etc.

Enters new employee data into computer. Obtains required forms as needed for payroll processing; makes labor history changes. Balances, prints and distributes W-2 forms and files reports in a timely manner.

Balances, produces and files all appropriate monthly and quarterly tax and other mandatory reports. Runs accrual (July and August) payrolls in conjunction with accounting.

Interacts and communicates with various individuals and groups in the performance of duties such as District employees, the Internal Revenue Service, computer software companies, members of S.C. Payroll Association, State Department of Education personnel, and outside accounting firms.

Responds to phone calls and correspondence. Assists in communications between the personnel department, schools and employees.

Operates office equipment such as a computer, calculator, copier, typewriter, printer, postage machine, paper shredder, and telephone in the performance of duties.

Willingly performs other related duties as assigned or requested.

Terms of Employment:

240 days per year

8 hours per day

Professional Salary Scale, Grade C

Application

Deadline: Until Filled

**Applications/
Resumes to:**

Office of Human Resources

Union County Schools

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Union, SC 29379

The Union County School District reserves the right to extend the deadline date and update qualification requirements without notice.

The Union County School District does not discriminate on the basis of race, color, origin, sex or handicap, in admission to, access to, treatment in or employment in its programs or activities.

The School District of Union County is an Equal Opportunity Employer.