



Job Description

Job Title: Payroll Specialist
Position Code: 4N36, DN36
Job Classification: Non-Exempt

Supervisor: Executive Director, Transportation
Pay Grade: 23
Contract Length: 245 Days

Job Summary

This position provides customer service and performs a variety of complex computations as it relates to proper calculation of wages, overtime, and supplemental pay in support of the Pupil Transportation Department. Position researches, resolves and communicates complex payroll issues accurately and efficiently both orally and written. Position also tracks the billing for field trips and keeps an up to date record of the Pupil Transportation Department budget.

Essential Duties

1. Performs a variety of complex computations as it relates to proper calculations of wages, overtime and supplemental pay; performs complex prorate calculations to ensure accurate payment of wages for employees who are newly hired, terminating or on leave with or without pay.
2. Audits Pupil Transportation Department payroll systems to ensure accuracy.
3. Enters payroll data into the payroll system, calculate and track overtime and process supplemental pays.
4. Gives payroll briefing to new employees and employees ready to be contracted.
5. Maintains payroll records and various forms.
6. Maintains various transportation data bases and generates reports as required. Collects data and generates quarterly performance reports.
7. Tracks Family Medical Leave, Workers' Compensation and employees in other non-working status.
8. Tracks department expenditures against budget projections and conducts quarterly audits of any existing accounts to ensure proper accounting.
9. Reconciles/audits departmental financial accounts.
10. Audits and enters data into the Field Trip Manager.
11. Prepares field trip and other billings to schools/departments.
12. Keeps track of Transportation budget and generates monthly reports for management.
13. Meets with employees to resolve payroll issues; researches, resolves and communicates with the employee.
14. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Executive Director, Transportation or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of standard high school diploma, supplemented by college coursework or equivalent experience in bookkeeping and accounting. Bachelor's degree in business or accounting preferred. Extensive knowledge of basic personal computer software programs and proficiency in Microsoft Office (Word, Excel, Access), especially Excel, and must have excellent data entry skills. Experience with MUNIS preferred. General knowledge of payroll tax withholding laws and programs. Knowledge of standard office procedures, practices and equipment. Ability to maintain, and file, complex financial records and prepare records and statements. Ability to make financial

mathematical computations quickly and accurately. Ability to post accounts with speed and accuracy. Ability to effectively communicate with others, both oral and written. Demonstrated organization skills and ability to maintain complex files. Ability to pay attention to and focus on detail.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: Secretary

Supervision Received: Executive Director, Transportation

This job description in no way states or implies that these are the only duties to be performed by this employee. The Payroll Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Transportation or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

11/26/12 LM