JOB DESCRIPTION

POSITION TITLE: Payroll Representative	**JOB CODE:** 474C
DIVISION: Financial Services	**SALARY SCHEDULE:** Office Clerical/Technician Annual
DEPARTMENT: Payroll Services	**WORKDAYS:** Annual Administrative
REPORTS TO: Assistant Director of Payroll Services	**PAY GRADE:** Rank VI (NC06)
FLSA: Non-Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: First Contact for general payroll inquiries via phone and email; process new hire onboarding paperwork, process address, direct deposit, and State and Federal withholding tax form changes.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2-5 years payroll and/or bookkeeping experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Excellent written and oral communication; word processing, Excel

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Answers phone and assists callers; forwards call to appropriate area as needed.
3.	Receives all incoming correspondence (U.S. Mail, ESS / Payroll Email) and routes to appropriate individual.
4.	Prepares and processes W-2 forms requested by employees.
5.	Processes W-4 and G-4 forms for Federal and State tax withholding.
6.	Processes address change and direct deposit requests for employees.
7.	Assists with processing manual paychecks.
8.	Assists in calculating and processing TRS retirement sick leave certification requests.
9.	Handles employee professional association and credit union deduction changes.
10.	Handles Department of Labor inquiries and Open Record Requests.
11.	Maintains Employee Personnel files and documentation management systems.
12..	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____