



EMPLOYEE NAME: _____

Revised: 1/86; 2/86; 5/88; 9/90; 6/92; 2/93; 5/93; 3/94; 11/94;
1/98; 5/01; 12/01; 7/08; 10/11; 6/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Payroll Technician, Manual/Void Payrolls	JOB CODE: 474A
DIVISION: Financial Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Payroll Services	WORK DAYS: 238
REPORTS TO: Director of Payroll Services	PAY GRADE: Rank VIII (CT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Responsible for processing/analyzing all aspects of all Miscellaneous/Void Payrolls including returned bank funds, creation of miscellaneous checks, and voids of previous checks. Processes, analyzes, and answers all employee wage assignments. Responsible for processing/analyzing bus driver biweekly payroll. Processes ASP employee time in both monthly and biweekly payrolls. Collaborates with other Payroll Technician (Biweekly) in the finalization of creating biweekly direct deposits and checks.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 1- 3 years payroll/accounting experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; advanced math aptitude; advanced Excel and calculator skills

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.	Processes, analyzes, and creates all phases void payrolls each month in an accurate and timely manner.
3.	Processes all phases of the After School Program payroll in an accurate and timely manner in both monthly and biweekly payrolls; collaborates with payroll staff in the finalization of creating biweekly direct deposits and checks.
4.	Responsible for all aspects of time/attendance and payroll records for CCSD bus drivers; processes Personnel Action forms for terminations, retirement, and salary changes for bus drivers; makes needed adjustments to bus driver’s pay records based on these forms.
5.	Processes all garnishments/wage assignments; processes, analyzes and submits timely reports to all required Federal, State, and local authorities regarding garnishments, child support recovery, tax levies, and Chapter 13; prepares proper supporting documentation for payment.
6.	Responds to employee inquiries regarding gross pay, payroll deductions, leave, etc.
7.	Submits month-end reports for processing vendor payments.
8.	Enters manual checks into bank’s positive pay file after each miscellaneous payroll processed.
9.	Processes employee’s deductions to Credit Union of Georgia, United Way, Cobb Ed, and professional associations.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____