Job Description

Job Title: Payroll Specialist  
Supervisor: Supervisor II, Payroll  
Position Code: 4N36, DN36  
Pay Grade: 23  
Job Classification: Non-Exempt  
Contract Length: 245 Days

Job Summary
This position performs a variety of complex computations as it relates to proper calculation of wages, overtime, and supplemental pay, voluntary and involuntary deductions. Researches, resolves and communicates complex payroll issues accurately and efficiently both orally and written. This position provides payroll proof processing support to the Payroll Systems Analyst to ensure accurate and timely payroll processing. This position reconciles and requests remittances for vendor payments associated with payroll withholding.

Essential Duties
1. Performs a variety of complex computations as it relates to proper calculation of wages, overtime, and supplemental pay, voluntary and involuntary deductions.
2. Provides excellent customer service by answering the phone or email in a timely and professional manner.
3. Researches, resolves and communicates complex payroll issues accurately and efficiently both orally and written.
4. Reconciles and requests remittances for vendor payments associated with payroll withholding.
5. Provides payroll proof processing support to the Payroll Systems Analyst to ensure accurate and timely payroll processing.
6. Regularly performs leave accruals data review and maintenance, to include leave history correction as warranted. Coordinates the transfer of sick leave balance information per school board policy GCCB#2.
7. Reconciles and enters into the appropriate payroll, the year-end sick and vacation leave payout information.
8. Performs complex prorate calculations to ensure accurate payment of wages for employees who are newly hired, terminating or on leave with or without pay.
9. Maintains and distributes employee schedule work day calendars used for payroll process planning and salary prorate calculation.
10. Coordinates the collection of and reviews for accuracy, decentralized payroll time and attendance documentation.
11. Facilitates processing cash receipts provided by various organizations to NNPS as the pay agent, by ensuring proper general ledger account coding and ensuring the amount received is sufficient to cover wages and taxes based on time sheet information provided.

Other Duties
1. Performs any other related duties as assigned by the Supervisor II, Payroll 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, supplemented by courses in bookkeeping and accounting. Must possess knowledge of Windows operating system, personal computer software. Some knowledge of school system business practices and procedures preferred. General knowledge of payroll tax withholding laws and programs, legal requirements for court ordered deductions, including but not limited to child support, garnishments, and bankruptcy, standard office procedures, practices and equipment is beneficial. Must possess the ability to maintain complex financial records and prepare records and statements, make mathematical computations quickly and accurately, and post accounts with speed and accuracy. Must be able to demonstrate excellent oral and written communication skills.

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; 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: None

Supervision Received: Supervisor II, Payroll

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 Supervisor II, Payroll 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:

_________________________________________  Date

Supervisor

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

_________________________________________  Signature  Date

Employee Name (Print)