

## Job Description

**Job Title:** Payroll Analyst  
**Position Code:** 1E05  
**Job Classification:** Exempt

**Supervisor:** Supervisor of Payroll  
**Pay Grade:** 35  
**Contract Length:** 245 Days

### Job Summary

This professional administrative position provides support in the preparation and submission of payroll taxes, monthly, quarterly and annual, federal and state forms and reporting. This position will act as the payroll records administrator ensuring proper compliance with the various federal, state, and local laws affecting the maintenance and retention of all payroll related records. Monitors payroll departmental procedures and processes for the purpose of ensuring proper internal control compliance. This includes review of decentralized payroll records or data entry. This position serves as the liaison to the Human Resources department benefits staff for Virginia Retirement and City of Newport News Retirement reconciliation and reporting. This position will maintain employee leave accruals to ensure proper reporting of leave accumulated and used. May prepare payroll related materials and reports for external auditor review. Researches laws and regulations regarding taxes and payroll procedures and makes appropriate recommendations.

### Essential Duties

1. Provides support in the preparation and submission of payroll tax, monthly, quarterly and annual, federal and state forms and reporting to include preparation of appropriate journal entries to record tax deposits.
2. Reviews, maintains and ensures accurate interpretation of state, federal and local tax regulations to include working with the Payroll Systems Analyst to ensure proper payroll system tax table configuration.
3. Provides support to the Supervisor of Payroll in the management of city and state pension, annuities database records, spreadsheets, file transmissions and withholding reconciliation.
4. Submits various payroll contribution electronic files in support of benefits and annuities to the appropriate vendor. Provides guidance to payroll specialists in the calculation and reporting of payroll data and/or in support of payroll inquiries.
5. Reconciles invoicing to the general ledger for various voluntary and involuntary withholdings such as Virginia Retirement System, City of Newport News Retirement and annuities.
6. This position serves as the liaison to the Human Resources Benefits staff for Virginia Retirement and City of Newport News Retirement reconciliation and reporting in the review of employee deduction master setup and updates as it relates to Virginia Retirement and City of Newport News Retirement withholdings to ensure accurate payroll deductions and reporting. Prepares appropriate journal adjustments to correct withholding variance.
7. Performs payroll processing functions in support of the Payroll Systems Analyst to ensure accurate and timely payrolls. This support includes performing a variety of complex computations as it relates to earnings, involuntary and voluntary deductions, FMLA and leave accruals, or initiation of specific payroll processes as directed by the Payroll Systems Analyst or Supervisor of Payroll.
8. Performs workers' compensation pay calculations to ensure proper inclusion and exclusions from pay.
9. Completes surveys and reports as assigned including the quarterly Medicaid reimbursement report, grant related payroll reports and Job Opening/ Labor Turnover report.
10. Performs payroll database accumulator maintenance to ensure proper recording of third-party sick earnings and accurate W2 reporting.
11. Supports the Supervisor of Payroll in monitoring the payroll department procedures and processes for the purposes of ensuring proper internal control compliance. This includes review of decentralized payroll records or data entry.
12. Acts as the payroll records administrator ensuring proper compliance with the various federal, state and local laws affecting the maintenance and retention of all payroll related records.
13. May perform the duties of a Deputy Clerk for the Newport News School Board.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**Other Duties**

- 1. Performs any other related duties as assigned by the Supervisor of Payroll or any other 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 accommodations 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)**

Associate’s degree in Business Administration or Accounting; Bachelor’s degree preferred and/or considerable related experience in the management and analysis of data, payroll transactions and payroll laws. Must be proficient in the use of Microsoft Word and Excel applications. Must possess the ability to perform mathematical computations quickly and accurately. Excellent oral and written skills required. Ability to maintain confidentiality. Must be detail-oriented, well organized; high degree of accuracy. Experience with ERP HR/Payroll systems a plus.

**Working Conditions & Physical Requirements**

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**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 of Payroll

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Payroll Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Payroll or other appropriate administrators. 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