



# Maury County Public Schools

<b>Job Title</b>	Payroll Specialist / Financial Benefits Backup		
<b>Department</b>	Finance		
<b>Certified (Y/N)</b>	N	<b>Work Days/Year</b>	260
<b>FLSA Status</b>	Non-exempt	<b>Hours/Day</b>	7.5
<b>Reports to</b>	Lead Payroll Specialist	<b>Supervises</b>	No one

**Notes** Salary Range \$34,920 - \$43,500

### Qualifications

- High school diploma or equivalent.
- Two year's work-related experience in maintaining records.
- Basic office skills.
- Basic understanding of generally accepted accounting procedures.

### Job Goals:

Under the direction of the Lead Payroll Specialist, performs a variety of technical payroll accounting duties in accordance with established policies and procedures to assure District employees are paid in an accurate and timely manner; receive, review, verify, prepare and process various payroll records and documents. Back up and support to Benefits Specialist in reconciliation of benefits paid on a daily basis.

### Job Duties:

- 1) Review and process employee time sheets; calculate and input time information; verify proper authorizing signatures, calculations and accuracy of payroll adjustments; request and obtain signatures and additional information as needed.
- 2) Process regular and special payrolls; generate computerized lists and reports; develop spreadsheets; review and audit payroll data to assure accuracy and completeness of input and output data.
- 3) Establish and maintain detailed permanent payroll records for District personnel; process and update records with pay rates, deductions, contributions, tax withholdings, and other data and information.
- 4) Calculate, assemble, match, sort, review, verify and post payroll data; balance, reconcile and submit payrolls for processing; identify and resolve payroll issues and discrepancies
- 5) Provide detailed information concerning related salaries, deductions, taxes, paychecks, transactions, issues, practices, policies and procedures.
- 6) Compile information and prepare and maintain a variety of records and reports related to employee information, taxes, retirement, employment, leave and assigned duties.
- 7) Receive, sort, process mail as assigned, duplicate, sort, file and distribute payroll materials as necessary; prepare, distribute, and respond to a variety of correspondence.
- 8) Daily duties to support the Benefits Specialist in reconciling all employee benefits that are deducted and paid.
- 9) Other duties as assigned by supervisor.



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## **Knowledge and Abilities:**

### Knowledge of:

- Principals and techniques involved in payroll generation and processing.
- Methods, procedures and terminology used in technical payroll and accounting work.
- Verification and processing of payroll records and reports.
- Payroll policies, procedures, laws and rules.
- Data control procedures / Data entry operations.
- Operation of computer and assigned software.
- Oral and written communication skills.
- Arithmetic computations.
- Modern office practices, procedures and equipment.

### Ability To:

- Perform a variety of technical payroll duties.
- Process employee time information and related documents for payrolls.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive accounting reports and statements.
- Review, process, evaluate, and verify a variety of financial information.
- Monitor, audit, adjust, and reconcile payroll data.
- Compare numbers and detect errors.
- Meet schedules and time lines.
- Perform arithmetic calculations quickly and accurately.
- Maintain regular and consistent attendance.

## **Physical Demands**

- This job may require lifting of objects that exceed 20lbs. Other physical demands include: Pushing and/or pulling
- Climbing steps
- Reaching
- Stooping
- Talking, Hearing, Seeing

## **Work Conditions**

Normal working environment. May not always have privacy or quiet place to work.

*This job description is not intended to be all inclusive; an employee will also perform other related duties as assigned by administration. MCPS reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.*