



Job title	<i>Payroll Specialist / Deputy Treasurer - Confidential Employee</i>
Exempt	<i>No</i>
Salary	<i>260 days as per the Classified Conditions of Employment</i>
Location	<i>Plymouth Community School Corporation - Administration Office</i>
Reports to	<i>Superintendent</i>

Job Purpose:

The Payroll Specialist is responsible for all tasks related to payroll processing, maintaining employee records, and conducting payroll reporting duties.

Duties and responsibilities:

Other duties may be assigned.

- Process payroll for all PCSC, JESSE, NIESC, and NCAVC employees checking for accuracy and working with secretaries to maintain accurate records and attendance.
- Export and import electronic time tracking software information into payroll software. Collect and verify timesheets.
- Issues checks and manages direct deposits.
- Calculate payroll liabilities and transmit all tax and payroll liabilities, TRF, and PERF reporting.
- Maintain and update employee payroll files, deductions, and distributions.
- Process interrogatories, garnishments, and child support requests.
- Resolve payroll discrepancies and answer employee questions.
- Maintain and update the web-based electronic document system.
- Prepare quarterly and year-end payroll reports such as 941, state and county taxes, and issues W-2's.
- Maintain staff pool list and quarterly INMAC reporting for PCSC and Union North.
- Collaborate with the Human Resource Specialist to process wage and benefit information for employees: new, promotions/transfers, terminations, and retirements.
- Update employee deductions based on annual S125 selections and open enrollment.
- Maintain the online attendance management system and tracks employee personal, conference, and vacation days using language from the Master Contract and the Classified Conditions of Employment.
- Prepare and maintain the following spreadsheets: teacher's aides, employee vacation, and use of facility.
- Create the holiday and pay schedule each year.
- Act as first backup for bank deposits upon Treasurer absence.
- Act as third back up for purchase order entry and processing if needed.
- Act as third backup for reception duties including answering phones
- Maintain workplace privacy.

- Maintain a positive relationship with all stakeholders.
- Maintain and update the Payroll Specialist job description as role changes with time.

To perform this job successfully, an individual must be able to perform each essential function 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 to perform the essential functions.

Qualifications include:

- Education
 - High school diploma or equivalent.
 - Post-secondary training in accounting or another related field; six months to one-year related experience and/or training; or equivalent combination of education and experience.
- Certifications, Licenses, or Registrations:
 - Valid state driver's license-operator's permit.
- Language Skills:
 - Excellent verbal and written communication skills.
- Mathematical Skills:
 - Exceptional mathematical and calculation skills.
- Reasoning Abilities:
 - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities:

- Mastery of technology skills.

Physical Demands:

- 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach hands and arms, and taste or smell.
 - The employee must frequently lift and/or move up to 10 (ten) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Conditions:

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.

The noise level in the work environment is usually moderate.

The working environment is mainly indoors.

Terms of Employment:

260 days per year

Evaluation:

An evaluation will be done on the employee's performance after the first thirty (30) days and then on an annual basis.

Approved by:	<i>Nicholas D. Mawhorter</i>
Date approved:	03-30-22
Reviewed:	03-30-22

updated 03-30-22