



## Job Description

**Job Title:** Payroll Specialist

**Supervisor:** Supervisor of Payroll

**Job Classification:** Non-Exempt

**Pay Grade:** 27

**Contract Length:** 245 Days

### **Job Summary**

This position performs a variety of complex, manual and systematic, computations as it relates to proper calculation of wages, overtime, supplemental pay, and voluntary and involuntary deductions. Researches, resolves and communicates payroll issues accurately and efficiently both orally and written. Maintains time and attendance, direct deposit and tax related records. This position provides payroll proof processing support to the Payroll Systems Analyst to ensure accurate and timely payroll processing. Understanding the Newport News Policy and Procedures in place, including pay and benefits to ensure proper payment. Provides support to decentralized payroll processors and reporters. Reconciles and requests remittances for vendor payments associated with payroll withholding.

### **Essential Duties**

1. Performs a variety of complex, manual and systematic, computations as it relates to proper calculation of wages, overtime, supplemental pay, and 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 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. Reviews and understands the policies in place for processing employment data, including pay and benefits.
7. 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.
8. Reconciles and enters into the appropriate payroll, the year-end sick and vacation leave payout information.
9. Performs complex prorate calculations to ensure accurate payment of wages for employees who are newly hired, terminating or on leave with or without pay.
10. Maintains and distributes employee schedule work day calendars used for payroll process planning and salary prorate calculation.
11. Performs the collection, review, and processing of time cards, electronic time and attendance reporting, and other related payroll documentation. Identify and resolve errors and discrepancies to assure employees are paid in an accurate and timely manner. Gives support to decentralized payroll time and attendance processors.
12. 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.

(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 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, Microsoft Office, and 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 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 Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of 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:**

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Supervisor

Date

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

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Employee Name (Print)

Signature

Date

Revised 07/19 CR