

# GRANT PARISH SCHOOL BOARD

## Job Description

**TITLE:** *Payroll Accountant*

**QUALIFICATIONS:** High school diploma or equivalent. College degree preferred.

**REPORTS TO:** Finance Director

**SUPERVISES:** None

**ACCOUNTABILITY:** Performance Evaluation annually

**SALARY:** 12 - Month Certified Salary Schedule

**TERMS OF EMPLOYMENT:** 12 - Month

**JOB GOAL:** To contribute to districtwide employee morale with the prompt and accurate processing and reporting of employee pay and benefits.

### **PERFORMANCE RESPONSIBILITIES:**

- Maintain the employee database (Munis) for all employees.
- Assign general ledger account coding.
- Distribute payroll checks.
- Print and file all reports associated with payroll.
- Calculate and report federal and state payroll taxes.
- Prepare quarterly tax reports (941 and wage withholding).
- Prepare end of year tax forms (W-2, W-3, L-3) and electronically file to IRS and Louisiana Dept. of Revenue.
- Report new hires to the state each month.
- Report monthly labor statistics to Louisiana Dept. of Labor
- Prepare and post journal entries for payroll and payroll taxes.
- Prepare all retirement reports.
- Keep abreast of Louisiana Dept. of Labor changes that apply to payroll and/or benefits.
- Answer payroll questions.
- Verification of employee wages/employment.
- Review all general ledger postings pertaining to payroll and benefits.
- Prepare and post journal entries as needed.
- Attend monthly finance committee meetings as needed.
- Attend specialized meetings pertaining to school board regulations.
- Garnishments.

- Leave:
  - a. Allocate leave.
  - b. Key, balance, and post all leave.
- Prepare and verify monthly substitute reports.
- Assist the Finance Director in the budgeting process – salary and benefit projections of all funds.
- Maintain employee budget file.
- Cover Central Office telephone/reception area as assigned.

## **PROFESSIONAL RESPONSIBILITIES:**

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the district's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By*

*virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date