

George County School District

Job Title: Payroll Specialist

APPROVED

APR 07 2023

G C SCHOOL BOARD



Job Purpose: The Payroll Specialist ensures the accurate and timely processing of the district's monthly payroll and employee insurance in accordance with legal requirements, state and federal regulations, and Board-approved policies and salary schedules. This position maintains payroll records, administers payroll-related benefits and deductions, prepares required reports, and supports audit and compliance functions.

Knowledge, Skills & Abilities:

- Knowledge of payroll procedures, accounting principles, and applicable legislation and regulations
- Strong attention to detail and accuracy in calculations and recordkeeping
- Ability to interpret salary schedules and Board approvals
- Knowledge of employee benefits administration and payroll deductions
- Strong mathematical and numerical skills
- Ability to multi-task and meet strict deadlines
- Excellent organizational and time management skills
- Ability to maintain confidentiality of employee financial and personal information
- Effective verbal and written communication skills
- Ability to explain payroll and benefit procedures to employees

Minimum Qualifications:

- High school diploma required; associate degree in business or related field preferred
- Experience in payroll processing preferred
- Proficiency in Microsoft Excel, and Word
- Ability to operate standard office equipment
- Strong data entry and computational skills

Reports To: Chief Financial Officer

Supervises: N/A

Duties & Responsibilities:

Payroll Processing

- Process district-wide payroll in a timely and accurate manner
- Calculate annual and monthly salaries in accordance with salary schedules
- Verify salaries for Board approval and compliance with salary schedules
- Enter new hires, pay adjustments, transfers, and payroll changes
- Calculate overtime, dual job pay, FMLA pay, and final payouts
- Maintain W-4s, state withholding forms, and direct deposit information
- Proof payroll each month and maintain a monthly payroll binder
- Reconcile W-2s to quarterly reports and electronically submit required forms
- Prepare and file Form 941 quarterly reports and process required wires

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- Process state tax, PERS, deferred compensation, and other required payments
- Prepare calendar and fiscal year-end payroll reports

Benefits Administration

- Administer employee benefit programs including medical, dental, life, cafeteria plans, and annuities
- Maintain payroll deductions for elected benefits
- Reconcile insurance billings and submit payments
- Serve as liaison with insurance representatives
- Maintain insurance records and distribute benefit materials
- Process retirement paperwork and submit required documentation to PERS
- Submit 1095-C to IRS

Compliance & Reporting

- Prepare reports for auditors, including Compensated Absences Report
- Assist with Workers' Compensation audit and regular financial audits
- Complete unemployment quarterly filings
- Report new hires to the MS State Directory of New Hires
- Maintain garnishments and employment verifications
- Prepare monthly, quarterly, and annual payroll reports
- Confirm year-end balances and perform fiscal year reorganization

Operational Support

- Maintain employee leave records and adjust payroll accordingly
- Coordinate payroll information with Human Resources and school secretaries
- Handle time clock processes and issues
- Set up new banks for direct deposit
- Set up vendors as necessary
- Compile bank reconciliation information for review by other staff
- Perform other related duties as assigned

Terms of Employment: 240 Days / At Will

FLSA Status: Non-Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date