

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – PAYROLL SUPERVISOR

Qualifications: High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test), as required. 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.

- Twelve college hours of accounting classes from an accredited institution of higher education or at least eight years of experience performing progressively difficult accounting tasks.
- Computer skills in MS Word, Excel, Outlook required; experience with WVEIS (West Virginia Education Information System) desired.
- Previous payroll experience preferred.
- Ability to work independently with minimum supervision.
- Ability to understand and execute complex oral and written instruction.
- Ability to communicate effectively, orally and in writing.
- Ability to prioritize multiple tasks, work under stress, meet deadlines and take direction.
- Ability to work efficiently with frequent interruptions.
- Ability to work collaboratively with others such as establishing and maintaining effective working relationships with administrators and co-workers.
- Ability to perform general operations, which require the exercise of good judgment.
- Ability to perform duties in full compliance with state and county requirements.

Payroll Supervisor means a person employed in the county board office who has primary responsibility for the payroll function and who either has completed twelve college hours of accounting from an accredited institution of higher education or has at least eight years of experience performing progressively difficult accounting tasks. Responsibilities of this class title may include supervision of other personnel.

Immediate Supervisor: Treasurer / Chief School Business Official

FLSA Status: Non-Exempt

Evaluation: Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Pleasants County Schools Policy 6001

Term of Employment: 261 Days

Salary: Pursuant to WV Code §18A-4-8a
Pleasants County Schools Salary Scale
Commensurate with Experience and Education Level

Expectations / Duties and Responsibilities:

- Prepares the semi-monthly payroll for all county school personnel, including any special payrolls and all related reports.
- Assures that salaries, wages and fringe benefits are computed and paid in conformity to federal and state law and county policies and contracts.
- Calculates overtime for personnel, codes time sheets/cards and enters in WVEIS.
- Prepares and sends attendance sheets to all facilities monthly.
- Receives service personnel timesheets weekly and totals hours for overtime purposes.
- Monitors attendance verification in the district leave system for accuracy.
- Assures proper distribution of payroll and deduction checks.
- Enrolls new employees, assisting them with all necessary forms; creates and maintains employee files for payroll; enters basic information and creates assignments in WVEIS.
- Prepares all PEIA and retirement enrollment forms for submission to state office.

Physical Demands:

The physical demands described 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 sit and talk or hear. The employee frequently is required to walk, use fingers, tools and/or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will **lift up to 50 pounds** such as to lift files and paper.

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. The noise level in this work environment is usually quiet to loud (40-90 dB) depending on the assignment of the position. The employee continuously is interacting with the public, students and staff.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Treasurer / Chief School Business Official

Amended: December 6, 2016

- Assists with Certified List.
- Assists with issuance of Federal Form W-2 withholding statements.
- Assists treasurer by providing supporting documents for the preparation of financial statements to be in conformity with GAAP (Generally Accepted Accounting Principles).
- Performs other duties and responsibilities as assigned by the treasurer/chief school business official.