

SESC Job Posting
Payroll Assistant
Closing Date: October 19, 2021 – or until filled

Qualifications:

- Bachelor's degree from an accredited institution of higher education
- 5 years experience working in WV public school payroll department

Pay Rate:

- \$40 per hour

Performance Responsibilities:

- Adhere to strict time lines associated with payroll distribution and report submission
- Maintain positive work habits
- Maintain positive job attitude and has other personal qualities essential to job success
- Establish and maintain effective working relationships with staff, school community, and the general public
- Maintain regular attendance and comply with state laws and county policies and regulations
- Maintain confidentiality
- Act as a Notary
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Utilize county technologies appropriate to the position and attend training needed to successfully perform designated responsibilities as directed by the immediate supervisor
- Process payroll for Nicholas County Schools and other assigned locations
- Process stipends, after school tutoring, contracted services, extra duty assignments, increased certification, professional substitute adjustments, regular service adjustments, regular professional adjustments, supplemental payroll, temporary part-time workers, principal helpers, department heads, mentors, sick leave bonus, etc.
- Adjust contracts to reflect inactive employees
- Review board minutes and update employee assignment screen accordingly
- Establish new employees in payroll
- Adjust and complete necessary documents for retiring employees throughout the year for assigned locations as well as all employees retiring at the end of the year
- Update addresses and phone numbers of employees as well as notify proper co-workers of changes
- Maintain payroll records to ensure accuracy of individual paychecks on a bi-monthly basis
- Maintain timekeeping records as directed for payroll processing
- Verify accuracy of employee assignments and account budget codes being charged
- Monitor accurate distribution of payroll warrants
- Maintain voluntary deductions records, sick-leave, garnishments, etc. when as assigned
- Maintain vacation, sick leave, and other county authorized absences and accurate balances in employee records
- Verify accuracy of employee balances for payroll, deductions, and absences
- Prepare payroll records for W-2 processing at the end of the calendar year
- Update and initialize employee assignments at the beginning of each fiscal year
- Run retro-pay to update employee assignments when changes have been made that will affect an employee's paycheck

- Interpret county policy when finalizing an employee's balance of pay upon termination, separation, or retirement from the county
- Interpret and explain questions arising from employee regarding how paychecks are processed
- Group employees by category to facilitate payroll processing and group reporting
- Generate reports and queries from the state and county computer system to provide others with payroll information when requested
- Answer questions and offer assistance to individuals assigned to the schools and other county locations responsible for sending payroll records for processing
- Orient newly hired school administrators and secretaries into the payroll procedures and expectations
- Establish uniform procedures and protocol for such training
- Interface effectively with other departments, school personnel staff, and business contacts
- Prepare accurate reports and business correspondence consistent with the duties of this position
- Present information and respond to questions from administrators, staff, and the general public
- Exhibit excellent keyboarding skills and excellent grammatical spelling and punctuation skills
- Learn and be familiar with WVEIS account code structure
- Learn and utilize new software programs as systems are upgraded, including but not limited to the development and maintenance of database files, spreadsheets, and word documents
- Speak clearly and concisely both in oral and written communication
- Establish and maintain effective relationships with students, staff, and community
- Comply with state law, county policies and regulations
- Accurately prepare county, state, and federal reports from raw data, which includes generating spreadsheets showing reconciliations of deductions and contributions to amounts remitted, and charts and graphs as necessary
- Complete, maintain, and file worker related injury compensation claims
- Prepare all monthly, quarterly, and annual reporting forms
- Multi-task; manage many responsibilities simultaneously
- Maintain and/or upgrade job-related skills
- Assist in budget payroll preparation
- Perform all other duties as assigned

Send applications to:

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