

PELL CITY SCHOOLS

JOB TITLE: Accounting/Payroll Specialist (Central Office)

QUALIFICATIONS:

1. Bachelor's degree in accounting or business related field.
2. Previous experience in accounting and/or payroll. Experience with NextGen software preferred.
3. Experience in general ledger maintenance and inventory control preferred.
4. Proficient in Excel, Word, and Google Docs.
5. Accounting/Payroll experience in a public school system preferred.
3. Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.

FLSA STATAUS: Non-exempt

REPORTS TO: Chief School Financial Officer (CSFO)

TERMS OF EMPLOYMENT: 12 Months

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the year and hours of employment shall be those established by the system.

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Assists the CSFO in the effective and efficient recording and reporting of Federal, State, and Local funds in compliance with Board policies and procedures, GAAP, and applicable laws.
3. Processes requests for federal funds in compliance with the Cash Management Improvement Act (CMIA).
4. Monitors financial data for local schools to ensure all procedures are correctly adhered to and interfaced into the general ledger accounting system. Provides guidance and assistance to local school bookkeepers.
5. Assists in audits.
6. Maintains accurate records for inventory control.
7. Assist the Payroll Manager with the set up and maintenance of employee records and the timely processing of payroll.
8. Completes employment verifications and pay records upon request.
9. Audits timesheets and/or electronic timecards in preparation for payment of payrolls.
10. Demonstrates initiative in the performance of assigned responsibilities.

11. Exhibits professionalism in the workplace and provides exemplary customer service to all employees and potential employees.
12. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
13. Demonstrates initiative in identifying potential opportunities for improvement in areas of responsibility.
14. Engages in personal professional growth and demonstrates professional ethics and effective leadership.
15. Responds to inquiries and requests in a timely and positive manner.
16. Properly uses equipment and material resources of the school system.
17. Uses effective collaboration skills to work as a productive team member, assisting as needed in projects, reports, or activities.
18. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
19. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Proficiency in oral and written communications.
2. Knowledge of the principles and practices of accounting and payroll processing.
3. Knowledge of laws, rules and regulations regarding education/governmental agency accounting.
4. Knowledge of electronic, digital, technological financial systems involving microcomputer applications and financial software systems (spreadsheets, databases, word processing, and general accounting).
5. Effective interpersonal skills, with emphasis on communication and collaboration with a wide variety of people and groups.
6. Ability to meet deadlines, schedule tasks, and prioritize work with attention to detail and accuracy.
7. Ability to solve problems.
8. Ability to be punctual and in regular attendance.
9. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation of personnel.

SOURCE: Pell City Schools, Pell City, Alabama

SALARY BASED ON PELL CITY SCHOOL SYSTEM SALARY SCHEDULE
(Ranges from \$47,300 – \$58,249)