



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(Date of Posting)

POSITION: STAFF ACCOUNTANT – PAYROLL MANAGER

JOB SUMMARY: Under direction of the Director of Finance, the Staff Accountant – Payroll Manager provides professional accounting services of a specific, technical, sensitive, and/or confidential nature. Work involves being the payroll lead on all aspects of the payroll software to include full working knowledge of its functionality with respect to the processing of employee compensation, payroll deductions, leave reporting, benefits, and all federal and state reporting requirements. The Staff Accountant – Payroll Manager is required to be highly attentive to details, exercise good judgment, follow instructions given by the immediate supervisor, and work independently with minimal supervision. Work requires considerable technical judgment to ensure accurate and timely accounting of financial transactions.

REPORTS TO: Director of Finance

KNOWLEDGE, ABILITIES AND SKILLS: (These are pre-employment knowledge, abilities and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have:

1. Bachelor's Degree in Business Administration, Accounting, or Finance required.
2. A minimum of three years' experience in public fund accounting preferred.
3. Experience with all payroll related processes, including all applicable state and Internal Revenue Service reporting.
4. Excellent verbal, written communication and human relations skills.
5. Excellent personal computer (Excel, Word) and mainframe computer skills.
6. Experience with SQL database and/or Lawson HR/Payroll system preferred.
7. Demonstrated proficiency in organization skills and exceptional attention to detail.
8. Proven ability to work with a minimum of direct supervision and to carry a project to its completion.
9. Willingness and capability to work beyond the normal workday as needed to meet deadlines and attend or participate in occasional meetings.
10. Exercises good judgment in making decisions, including handling telephone calls, composing letters and memoranda.
11. Demonstrated success in accomplishing tasks akin to the responsibilities listed below.
12. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Ensure that all payroll deadlines are met, to include processing pay runs, tax filings, submission of state retirement reports, etc.
2. Perform duties of the technical payroll software lead position, while thoroughly understanding the complexities of the software system and applying best practices in ensuring that all Calvert County Public School contracts, and federal and state laws and regulations are met.
3. Maintain up to date knowledge and application of applicable payroll law changes, to include, but not limited to income tax, retirement contributions, deferred compensation deductions, healthcare contributions, flexible spending, and life insurance.
4. Process payroll information for contract employees, temporary personnel, and substitutes.
5. Assist in maintaining a payroll system compliant with all federal, state, and local laws and regulations.
6. Process appointment notices, tax, and benefits information, direct deposit data, and payroll deduction and garnishment information for employees.
7. Reviews leave information for all schools and offices for completeness, accuracy, and compliance.
8. Verify that salary information agrees to appropriate salary schedule as approved by the Board of Education.
9. Review and verify all documentation for arithmetical accuracy.
10. Maintain knowledge of all employee organization agreements to monitor compliance with leave and other issues that may affect payroll.

11. Respond to phone calls and emails, answer questions, performs research, and handles correspondence regarding pay check and direct deposit information, including withholdings, deductions, calculation of pay, leave, as well as, all benefit and deduction programs (including health and life insurance, Section 125 plans and tax sheltered annuities), and prepare paychecks and direct deposit stubs for delivery.
12. Prepare reports and reconcile payroll deductions to vendor invoices.
13. Prepare payroll dates and work schedules.
14. Complete required tasks related to Workers' Compensation in a timely manner.
15. Prepare and file state retirement reports, prepare and transmit payroll tax information.
16. Verify W-2 information and file the appropriate W-2 data with federal and state agencies.
17. File payroll information in appropriate employee files and maintain other files and reports in an organized manner.
18. Transmit direct deposit information to the bank.
19. Provide accurate and timely financial reporting of payroll related data by ensuring proper expenditure account codes and accuracy of payroll related encumbrances.
20. Participate in budgetary monitoring and control of payroll and benefits related accounts.
21. Maintain integrity of payroll files for audit purposes.
22. Interact well with co-workers and provide outstanding customer service.
23. Comes to work promptly every day.
24. Thinks, concentrates, and interacts positively with others.
25. Work extended hours daily and work flexible hours as necessary.
26. Work well under stress and meet all deadlines.

OTHER DUTIES: Perform other tasks as required or assigned by the Director of Finance.

LICENSES OR CERTIFICATES: None

PHYSICAL DEMANDS: Work is performed in a typical office environment and may require minimal lifting. Position requires significant periods of sedentary work using a computer, monitor, and mouse, but may also include periods of standing and walking.

UNUSUAL DEMANDS: May be required to work flexible hours as necessary.

TERMS OF EMPLOYMENT: Twelve (12) month position and salary commensurate with qualifications applied to the current salary schedule for support employees.

FLSA STATUS: Non-Exempt.

EVALUATION: Performance will be evaluated annually in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION: Immediate vacancy.

APPLICATION PROCEDURE: Application deadline is

- Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack.
- Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website www.calvertnet.k12.md.us. References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional

upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
410-535-1700

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocras.ed.gov> or call 1-800-421-3481.