



Title:	Payroll Specialist I
Reports to:	Chief Financial Officer
Terms of Employment:	12 Months
Salary:	TBD

Qualifications:

- Associate's Degree preferred
- Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Essential Job Functions:

- Enters data for employee benefit deductions, including dental, vision, flexible spending accounts, cancer and disability during open enrollment and for all new employees
- Prepares and enters data for monthly payroll payments, computing proper payment according to employees' status for hourly employees, including after-school staff and tutors
- Processes payroll deductions for tax sheltered annuities, garnishments, SECU, United Way and approved professional organizations
- Processes data for coaching supplements for middle and high schools
- Prepares and processes monthly longevity payrolls
- Reconciles monthly deduction registers to statements from each company; submits checks and documentation for payment
- Maintains employee records for voluntary benefit deductions
- Answers payroll questions for substitute teachers
- Determines and sets up appropriate pay category
- Prepares employment verifications
- Answers employees' inquiries pertaining to payroll deductions and related matters
- Prepares monthly retirement report for submission to the North Carolina Retirement System after monthly payrolls are complete
- Serves as alternative contact for calls regarding worker's comp incidents
- Performs other duties and responsibilities as assigned by supervisor

