



WILLIAMSBURG  
JAMES CITY COUNTY  
PUBLIC SCHOOLS  
EST. 1955

**FLSA Status:** Non-exempt  
**Grade:** 12 (Educational Support)  
**Revision Date:** September 2, 2019  
**Location:** Central Office  
**Job Summary**

This position is responsible for assisting the Payroll Supervisor in preparing, maintaining, and distributing the division's payroll.

**Duties and Responsibilities**

- As directed, serves as a fully functional back-up in the long-term absence of the Payroll Coordinator.
- Performs a variety of complex, manual and systematic, computations as it relates to proper calculation of wages, overtime, supplemental pay, and voluntary and involuntary deductions.
- Provides excellent customer service by answering the phone or email in a timely and professional manner.
- Researches, resolves and communicates payroll issues accurately and efficiently both orally and written.
- Reconciles and requests remittances for vendor payments associated with payroll withholding.
- Reviews and understands the policies in place for processing employment data, including pay and benefits.
- Regularly performs leave accruals data review and maintenance, to include leave history correction as warranted. Coordinates the transfer of sick leave balance information per school board policy.
- Reconciles and enters into the appropriate payroll, the year-end sick and vacation leave payout information.
- Performs complex prorated calculations to ensure accurate payment of wages for employees who are newly hired, terminating or on leave with or without pay.
- Performs the collection, review, and processing of time cards, electronic time and attendance reporting, and other related payroll documentation. Identify and resolve errors and discrepancies to assure employees are paid in an accurate and timely manner. Gives support to decentralized payroll time and attendance processors.
- Models the WJCC Strategic Plan Values: Individualism, Integrity, Innovation, Accountability and Collaboration.
- Performs other duties as assigned.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

- High school diploma including or supplemented by course work in bookkeeping and accounting. At minimum, some advanced accounting courses. Successful experience in payroll/accounting environment. Associate's Degree and FPC (Fundamental Payroll Certification) preferred.
- Knowledge of accounting terminology, standard office procedures, practices and equipment.
- Familiarity with basic federal and state payroll guidelines.
- Knowledge of Windows operating system, Microsoft Office, and personal computer software. Experience with payroll/HR systems.

- Ability to understand and carry out somewhat difficult oral and written instructions.
- Ability to prepare and key time card/sheet entries into automated financial software.
- Ability to make accurate mathematical calculations and to analyze fiscal transactions.
- Ability to organize work and maintain accurate records.
- Ability to establish and maintain effective working relationships with other employees, school officials, vendors, and the public.
- Ability to work independently.

**Supervision Exercised**

None.

**Supervision Received**

Performs duties under the supervision of the Payroll Supervisor.

**Working Conditions and Physical Requirements**

Busy office environment with constant deadlines and frequent interruptions. High volume of work requiring establishment of priorities. Must have the ability to sit and stand; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 25 pounds; to bend, to stoop, to walk and to reach overhead.

This job description in no way states or implies that these are the only duties to be performed by this employee. The incumbent will be required to follow any other instructions and to perform any other related duties as assigned by the principal or appropriate administrator. WJCC Public Schools reserves the right to update, revise or change this job description and related duties at any time.

**Please visit [www.wjccschools.org/careers](http://www.wjccschools.org/careers) to apply!**