



## GRANT COUNTY SCHOOLS

204 Jefferson Avenue  
Petersburg, WV 26847  
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### JOB DESCRIPTION

#### JOB TITLE: Payroll Supervisor

**Supervisor:** Director of Finance

**Qualifications:**

- High School Diploma or GED
- At least 12 college hours of accounting from an accredited institution of higher education or at least eight years of experience performing progressively difficult accounting tasks preferred.
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

**WV Code 18A-4-8**

**Payroll Supervisor:** person employed in the county board office who has primary responsibility for the payroll function and who either has completed twelve college hours of accounting from an accredited institution of higher education or has at least eight years of experience performing progressively difficult accounting tasks. Responsibilities of this class title may include supervision of other personnel;

**PERFORMANCE STANDARDS**

Maintaining positive work habits

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.
4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.
8. Initiative.
9. Attitude.

Performing duties efficiently and productively

1. Work judgments.
2. Planning and organizing.
3. Quality of work.
4. Accepting responsibility.
5. Following instructions.
6. Efficiency under stress.

7. Work coordination.

Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.

**DUTIES AND RESPONSIBILITIES:**

1. Preparation and processing of the semi-monthly payroll cycle for all employees of Grant County Schools.
2. Compiles and maintains all payroll records and subsequent information contained within.
3. Responsible for the verification, accuracy, completeness, and the approval of all source documents as they relate to the processing and administration of payroll.
4. Reconciliation and summary of all transactions and data entry relative to payroll administration and issuing the W-2's and other tax related documents.
5. Assures that all salaries, wages, benefits, supplements, etc. are computed and paid in accordance with and conforms to federal and state laws, in addition to the Grant County School Policies and/or contained within specific employee contracts.
6. Identifies, reconciles, and reports on all discrepancies within the payroll administration functions and summarizes the actions taken to resolve any discrepancies found.
7. Accrue, enter, maintain and administer all benefit, garnishment, and/or elected deductions, direct deposit records, and correspondence generated from employee payroll changes.
8. Reconcile all employee verification request regarding payroll.
9. Prepare and submit all employee payroll deduction/withholding reports in accordance with promulgated timelines.
10. Maintains Athletic and School Based Stipends on employee pay assignments and Stipend Spreadsheet
11. Responsible for processing any special Payrolls.
12. Maintain all relevant data in WVEIS Employee Management System and employee payroll records.
13. Act as Grant County Schools primary contact for employee benefit information, enrollment information, benefit changes, and termination from benefit places offered by the County including but not limited to providing and processing all employee benefit enrollments, changes, deductions, reports, and payments.
14. Work with the personnel department to ensure proper eligibility and calculation of employee wages, benefits, and communication of such to the employees of Grant County Schools.
15. The employee will act as administrative liaison for all retirement plans and reconciliation thereof.
16. The employee will act as administrative liaison for PEIA administration and reconciliation thereof.
17. Work with and provide support to administrators and school personnel regarding personnel laws, payroll and benefits.
18. Other duties as assigned by the supervisor or superintendent of Grant County Schools.

**PERFORMANCE EXPECTATIONS AND STANDARDS:**

1. Responsible for maintaining current and accurate knowledge of the West Virginia laws and regulations relative to accounting practices and procedures as performed by the Finance Department and its school assigned subsidiaries.
2. Identifies, retrieves, enters, and interprets data from WVEIS for the detection and identification of discrepancies as related to payroll issues regularly.
3. Act in concert with the Principals at each individual school location as the liaison between the school secretaries and the Department of Finance in regards to payroll issues.
4. Observes assigned work schedule, maintains punctuality and accuracy for all work in the department, complies with and reviews county/school policies, proper accounting practices, and completes tasks assigned with minimum supervision.
5. Maintains, updates, and administers reports from WVEIS as required.
6. Receives and reconciles all substitute employee pay issues as identified.
7. Maintain records of and control of all processed employee changes to name, address, health insurance, and other elected or directed activities as they affect active employee records in the payroll administration system.
8. Follows Grant County Employee Code of Conduct.

**PUBLIC AND EMPLOYEE RELATIONSHIP:**

1. Employee shall demonstrate tact and self-control in addressing issues brought to the Finance Department through any means.
2. Employee shall maintain and increase their knowledge of and use of the following:
  - WVEIS
  - All Federal and State Employment Laws and Regulations
  - Software used in the administration of the Grant County Schools payroll
  - Unemployment Compensation Laws
  - Workers Compensation Laws
  - Disability Laws
  - Retirement and Health Plan coverage and co-payments
3. Employee is expected to travel to State and other meetings and conferences at various times of the year throughout the State of West Virginia for various trainings related to Duties, Responsibilities, and Performance Expectations and Standards as noted above.
4. Employee must continually increase their knowledge of and proficiency of all aspects of:
  - Payroll administration process
  - Garnishment, Benefits Administration, and other elected deductions or disbursements through payroll
  - Maintenance of proper taxes both State and Federal from all employees
  - Timely submission of all payments generated from the administration of payroll
5. Employee must exhibit an unbiased attitude toward the fulfillment of the goal/initiatives of Grant County Schools and the Office of Superintendent.
6. Employee must act as an agent of Grant County Schools in all matters of communications and services provided by the Finance Department.
7. Employee must be willing to adjust work hours to meet the needs of the department, the assigned duties of the job, or the direction request by the Superintendent and/or Immediate Supervisor.
8. Employee must reconcile all payroll issues and inform Director of Finance of all results.
9. Employee will perform other tasks as assigned by the Director of Finance and/or the Superintendent of Schools.