

PROVIDENCE CHRISTIAN ACADEMY

JOB DESCRIPTION

TITLE: Payroll Staff Accountant

EFFECTIVE DATE: July 2019

I. SUMMARY

The primary responsibilities of the Payroll Staff Accountant pertain to payroll and employee benefit packages and general ledger.

II. MINIMUM QUALIFICATIONS - EDUCATION / EXPERIENCE REQUIREMENTS

- Bachelor's Degree required. Business/Accounting degree preferred field of study.
- PC proficient, including, but not limited to, Excel, Word, and Blackbaud.
- Typing skills and word processing skills required.
- Minimum of 5 years of payroll/benefits and 3 years of general ledger experience preferred.
- Public relation skills that would promote positive relationships by using effective written, verbal and non-verbal communication skills.

III. FUNCTIONAL COMPETENCIES / JOB DUTIES

Payroll Responsibilities:

- Ensuring the accurate computation and processing of each semi-monthly payroll check including calculation of hourly employee time cards, tax withholdings, cafeteria plan deductions, and any other deductions necessary.
- Communication with employees concerning payroll matters and answering their questions.
- Processing and issuing all W-2 forms to employees, and sending the government's copy no later than the lawful due date; ensuring that totals of W-2s balances with 941, Georgia Department of Revenue and Georgia Department of Labor quarterly reports.
- Maintaining individual employee personnel files including current addresses, W4 & I-9 forms, employment contracts/work agreements, vacations, absences, personal days, sick days, employee benefit eligibility, and employee earnings; for faculty, records of degrees and credit hours earned and Faculty Salary Schedule status.
- Compiling and filing quarterly IRS Form 941 and all other payroll reports to state/federal government agencies as required by law.
- Computing accurately Providence payroll federal and state tax liabilities and ensuring that the appropriate amounts are deposited with the respective governments in a timely manner.
- Answering inquiries by outside parties requesting verification of employment and/or employee payroll information.
- Coordinating with the Development Office donations to the school made by employees' payroll deductions.
- Preparing employee benefits information packets and new employee fall pre-planning benefits information packets.
- Maintaining name, address, social security numbers, on all substitute teachers and part-time workers.
- Maintaining adequate inventory of payroll forms and supplies..
- Processing and coordinating employee and volunteer criminal background checks.

Benefits Responsibilities:

- Insures that all eligible employees receive all appropriate benefit information in a timely fashion.
- Obtains and maintains accurate files on employees who are participating in any of the offered employee benefits.
- Processes appropriate employee information with the respective insurance companies.
- Reconciles monthly benefit premium billings and submits to the Accounts Payable Bookkeeper for timely payment.
- Answering employees questions regarding their benefits and works with applicable insurance company if needed.
- Insures that departing employees receive all legally required paperwork, such as COBRA.
- Notifies the long term disability company of any disabled employee.
- Takes the first report of employee injury on the job and reports to the insurance company within 48 hours.
- Maintains files of employees' work-related injuries and coordinating workmen's compensation benefits between

the insurance company, employee, and health care provider.

- Maintains OSHA forms on workmen's compensation and posts summary on bulletin board annually as required by law.
- Send appropriate annual "Summary of Plan Descriptions" and plan documents to employees.
- Keeps informed of and administers compliance reports with all Affordable Care Act regulations and requirements.
- Maintains appropriate and accurate records to determine employees' eligibility for the Staff Tuition Remission Benefit and coordinates such with the Accounts Receivable Bookkeeper.

Other:

- Prepares employee work agreements and employment contracts, ensuring that they contain accurate salary and benefit amounts and that all necessary signatures on these documents have been obtained, and insures that a completed copy of each document is put into each employee's personnel file.
- Receives applications, resumes, and testimonies from prospective employees and forwards to appropriate hiring manager for positions.
- Prepares analyses of general ledger accounts and journal entries as requested in coordination with the Accounting Manager.
- Prepares and maintains work papers and schedules for annual audit in coordination with the Accounting Manager.
- Maintains confidentiality and security of all personnel and financial-related business.

IV. PROVIDENCE COMPETENCIES

- Maintains a growing relationship with Jesus and is actively involved in a local church.
- Demonstrates knowledge of the Providence Employee Handbook.
- Demonstrates unquestionable professionalism, impeccable integrity, and enthusiastic hard work with all customers (coworkers, students, families, visitors, etc.)
- Performs other duties and responsibilities as required.
- Commitment to continual professional development.
- Enthusiastic commitment to the mission of the school.
- Cultivate a partnering relationship with parents and coworkers.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by the personnel so classified.