**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Payroll / Human Resources

**TITLE OF SUPERVISOR:** Superintendent

**GENERAL RESPONSIBILITIES:**

The prompt and accurate handling of all payroll, personnel and insurance matters from new hires through termination and or retirement of employment.

**SALARY:**  Salary is reflective of the Neshoba County School District salary schedule.

**QUALIFICATIONS:**

* High School Diploma Minimum
* Associates Degree or higher in Accounting or comparable area preferred
* Experience and knowledge of Governmental Accounting preferred
* Proficient in Microsoft Excel and Word
* Strong organization skills

**DESCRIPTION OF DUTIES:**

1. **Telephone/Walk-ins** – Assists front office through telephone communications and assistance to individuals on a walk-in basis.
2. **Weekly Time Sheets** – receives and maintains all weekly time sheets and pulls time sheets with overtime and/or extra time for monthly payroll processing
3. **Payroll Spreadsheets** – keeps a Fiscal Year spreadsheet for all employees’ salaries, supplements, years’ experience/degree and life insurance amounts for purposes of keeping payroll and personnel matters accurate and up to date. Keeps various Excel Spreadsheets for updated information on Personnel Changes
4. **New Hires** – receives all new hire folders/documents from the Receptionist to enter their new hire information into INNOVAK, SAMS, MSIS, Blue Cross Blue Shield, Delta Dental, VSP Vision.
5. **Personnel Matters** – Assists employees who call or come by the office with questions, changes or updates to their personnel, payroll and insurance matters.
6. **Verification of Employment** – verifies in writing or by telephone past or present employment information.
7. **Verification of Years of Experience** – verifies in writing from other school district requests the years of experience of Neshoba’s past or present employees.
8. **Family Medical Leave (FMLA)** – sends and receives the appropriate documents for employees who are eligible for family medical leave and long term disability. Maintains a record of all employees FMLA and American Fidelity Disability documents and records their FMLA absences on excel.
9. **Retirement / Termination** – process the paperwork for resignations and retirees at the end of their employment. Calculate their last payroll and terminate their personnel and insurance records in INNOVAK, SAMS, MSIS, Blue Cross, Dental and Vision software.
10. **Garnishments** – keep a record of all employee garnishments and enter those into Innovak for payroll deductions. Start and stop garnishments according to balances and court orders
11. **Monthly Payroll** – on a monthly basis, receive all time sheets and SAMS report absences from each department. Organize and sort the payroll documents, calculate the extra pay and overtime pay. Enter all absences from SAMS report and all extra & overtime pay time sheets into Innovak. When finished entering print reports from Innovak and check for accuracy. Once accurate, process monthly payroll through Innovak and send the payroll file to the bank for direct deposit on the date according to payroll calendar.
12. **Reconcile Insurances to Payroll** –after entering payroll, but before processing the monthly payroll file, gather all of the monthly insurance bills and reconcile the bills with the payroll deductions reports. After balancing insurance & payroll then process the monthly payroll file and send to the bank.
13. **Insurance Open Enrollments** – Correspond with employees and Insurance companies on the dates and times of Open Enrollment for Blue Cross Blue Shield (October) and American Fidelity (May). Send employee census and new hires information to American Fidelity for preparation of enrollment and assisting all employees. In September American Fidelity will send the enrollment file to upload all of the changes into the payroll software Innovak. In October of each year the Blue Cross Blue Shield open enrollment applications will be entered by November for a January 1st effective date.
14. **Leave Balances** – Every July roll all leave balances in Innovak into the new Fiscal Year. After rolling leave balances run the reports from Innovak for department time keepers. Every January enter new Vacation days into Innovak for 227 days and more employees and take remaining Vacation balances from the previous year and enter those into Innovak as Sick days.
15. **Years of Experience** – every July roll years of experience for all certified staff into the new Fiscal Year in Innovak. Verify for correctness with the Salaries Spreadsheet.
16. **Update all Employees Salaries and Life Insurance Amounts** – When the new Fiscal year starts, update all employees’ salaries and pay period dates in Innovak. Change their life insurance premiums in Innovak and in Blue Cross Blue Shield.
17. **MSIS Personnel Coordinator** – enter and update all employee information into MSIS. Run monthly reports for department heads for accuracy and editing for September, October and November. After every school year terminate employees who left the system and roll employees into the new Fiscal year and enter all the new hires.
18. **MSIS Monthly absences** – enter all teacher absences into MSIS monthly for months 1 through 10.