Alpena Public Schools

Employee Job Description

Position Title: Payroll Accountant
Department: Business Office
Reports To: Finance Supervisor
Prepared By: Denise Kowalewksy Date: March 8, 2000
Updated By: Mary Lyon Date: October 20, 2026

Location: Central Office
Unit/Group: At- Will
FTE: 1.0
Work Days: 12 months

SUMMARY: Works with limited supervision to provide accurate, systematic payroll services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Other duties may be assigned.
- Processes payroll data for all school district employees and maintains accurate, up-to-date payroll files.
- Prepares, verifies, and distributes checks.
- Balances payroll and withholding accounts
- Prepares required governmental reports: ORS, federal and state taxes, IRS, W-2s, etc.
- Distributes payroll deductions in compliance with local, state, and federal statutes.
- Creates and verifies accrual journal entries.
- Works with government representatives, employee unions, and retirement agencies to provide information.
- Processes mortgage/loan verifications and final payroll details.
- Processes garnishments
- Maintains confidentiality of appropriate records.
- Bank Account reconciliations

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS*: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

Bachelor's in Accounting or Business Management with 3-5 years of accounting/bookkeeping/payroll experience preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common-sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to operate a Personal Computer and use Excel spreadsheets. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS*: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk or hear, and operate a computer. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as payroll reports. This job requires close vision and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work environment is usually quiet. The position demands meeting deadlines with severe time constraints.

The employee shall remain free of any alcohol or non-prescription controlled substance use and/or abuse in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.

My signature indicates that I have received a copy of this job description.

_____ _____

Signature Date