

EXECUTIVE ASSISTANT – Payroll Manager

JOB TITLE: Payroll Manager

JOB GOAL: To manage payroll and retirement for employees of the Jones County School District.

RESPONSIBLE TO: Superintendent, Chief Financial Officer and District Internal Controls Accountant

Essential Job Functions:

1. Prepare monthly payroll
2. Balance payroll taxes and submit 941 forms to the IRS
3. Prepare and submit W-2 forms and all other corresponding reporting requirements
4. Manage all aspects of district employee retirement
5. Complete judgments/garnishments
6. Perform other clerical duties within the Central Office
7. Assist with other department functions as needed
8. Assume responsibilities and other duties assigned by immediate Supervisor, CFO, and Superintendent

QUALIFICATIONS:

- Minimum of two years college experience
- Minimum of three years office/bookkeeping experience preferred
- Proficient with Microsoft Office and experience with different financial software packages
- Payroll experience required

EVALUATION: Performance of this job will be evaluated annually

EMPLOYMENT: Twelve-month year; salary to be determined based on experience and set by the Executive Assistant Salary Scale and approved by the Superintendent

Applications are available at the Jones County School District Superintendent Office or online at www.jonesk12.org- Employees – Employment – Employment Application – Non-Certified Application. Applications and resumes will be accepted for this position until March 30, 2021. Please send all requested information to the Jones County School District Superintendent’s Office Attention: Sarah Shows, 5204 Highway 11 North, Ellisville, MS 39437 or sbshows@jonesk12.org. Or the applicant may call 601.649.5201.