

# JOB DESCRIPTION

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**Job Title** Payroll Reporting Accountant  
**Reports to** Supervisor Payroll  
**Dept/School** Financial Services

**Job Title Code** 180165  
**Wage/Hour Status** Exempt  
**Pay Grade** 102  
**Date Revised** October 30, 2024

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## Primary Purpose

Ensure the accuracy and reliability of payroll data, promote operational efficiency, and encourage adherence to adopted policies, procedures and regulations. Prepare financial and other reports, for the use of management, District stakeholders and other governmental agencies.

## Education/Certification

- Bachelor's Degree in Accounting or related field

## Special Knowledge/Skills

- Knowledge of appropriate Federal and State reporting guidelines
- Knowledge of accounting principles and the application of these principles to public school finance
- Knowledge of data processing applications
- Ability to interpret policy, procedures and data
- Ability to manage assigned personnel
- Strong communication, public relations, and interpersonal skills

## Experience

- Three (3) years' experience in payroll

## Major Responsibilities and Duties

1. Generate Teacher Retirement System (TRS), Internal Revenue Service (IRS), and State and Federal reports and payments.
2. Maintain the Federal and State tax-deductions for District employees.
3. Prepare and reconcile submission of TRS and Electronic Federal Tax Payment Service (EFTPS) payments.
4. Generate and reconcile withholding tax records for Form 941, W/2, and Texas Workforce Commission.
5. Generate monthly TRS deduction report and TRS Retiree Report.
6. Prepare and reconcile quarterly and year-end IRS and State Reports.
7. Supervise reconciliation and payment of all payroll deductions.
8. Generate pre-payroll processing reports and supervise reconciliation of pre-payroll processing reports.
9. Generate semi-monthly payroll checks for all District employees.
10. Coordinate with Human Resource, Budget, and Technology Departments to ensure an accurate and timely payroll.
11. Provide training and support District-wide regarding payroll and payroll reporting requirements and changes.
12. Perform other duties as assigned by supervisor.

## Supervisory Responsibilities

None

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors



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- Maintain emotional control under stress and work with frequent interruptions; work occasional prolonged and irregular hours. Prolonged use of the computer and repetitive hand motions.

## Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
 Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.