



## **Job Descrip tion**

**Job Title:** Senior Payroll Analyst  
Payroll

**Supervisor:** Supervisor of

**Job Classification:** Non-Exempt

**Pay Grade:** 37

**Contract Length:** 245 Days

### **Job Summary**

This professional administrative position provides support in the preparation and submission of payroll taxes, monthly, quarterly and annual, federal and state forms and reporting. This position will act as the payroll records administrator ensuring proper compliance with the various federal, state, and local laws affecting the maintenance and retention of all payroll related records. Monitors payroll departmental procedures and processes for the purpose of ensuring proper internal control compliance. This includes review of decentralized payroll records or data entry. This position serves as the liaison to the Human Resources department benefits staff for Virginia Retirement and City of Newport News Retirement reconciliation and reporting. This position will maintain employee leave accruals to ensure proper reporting of leave accumulated and used. May prepare payroll related materials and reports for external auditor review. Researches laws and regulations regarding taxes and payroll procedures and makes appropriate recommendations.

### **Essential Duties**

1. Performs a variety of complex, manual and systematic, computations as it relates to proper calculation of wages, overtime, supplemental pay, and voluntary and involuntary deductions.
2. Provides excellent customer service by answering the phone or email in a timely and professional manner.
3. Analyzes, Investigates, resolves and communicates payroll discrepancies accurately and efficiently both orally and written.
4. Provides payroll proof processing support to the Payroll Supervisor to ensure accurate and timely payroll processing, to include verifying all entries, corrections and adjustments added have been entered during EDFM.
5. Serves as the lead for processing timely and accurate miscellaneous payroll runs.
6. Serves as the back-up for leading the generation of bi-weekly and monthly payrolls.
7. Create batches for processing payrolls to include bi-weekly and monthly payrolls.
8. Analyze and process garnishments, auto usage, and other additional deductions.
9. Analyze, review, and process unclaimed property regarding employee pay.
10. Assist with the training of payroll staff and decentralized users in NNPS payroll processes, procedures, and maintenance of electronic payroll data.
11. Serves as the back up and assists with payroll taxes, quarterly tax submissions, annual tax submissions journal entries, W2 forms, and 1095 forms.
12. Serves as the back-up for the creation of the monthly payroll calendar.
13. Reviews and understands the policies in place for processing employment data, including pay and benefits.

14. Regularly reviews and analyzes leave accruals data review and maintenance, to include leave history correction as warranted. Coordinates the transfer of sick leave balance information per the school board policy.
15. Reconciles and records into the appropriate payroll, the accrual table balances due for payout, the year-end sick and vacation leave payout information based on the circumstances of the payout and the limitations parameters set by the School Board.
16. Performs complex prorate analysis and calculations to ensure accurate payment of wages for employees who are newly hired, terminating or on leave with or without pay.
17. Receive Leave Transfer Requests. Verify eligible leave balances and communicate with other districts within Virginia.
18. Performs the collection, review, and processing of timecards, manual and electronic time and attendance reporting, and other related payroll documentation. Identify and resolve errors and discrepancies to ensure employees are paid in an accurate and timely manner.
19. Coordinates with Schools and Departments across the district to ensure Payroll Data is submitted on time for the appropriate Payroll.
20. Provides support to Payroll Analyst II with Time and Attendance System, acting as an additional point of contact for support of end users.
21. Maintains filing of Payroll documents in an organized manner.
22. Processing of Reserve Pay Termination Requests.
23. Collection and processing of Jury Duty Pay.
24. Process all subpoena requests in a timely manner, fully executing the parameters of the subpoena while maintaining confidentiality and chain of custody.
25. Process Loss of Wages Requests in a timely manner, compiling all applicable data and outlining details for all relevant entities.
26. Provided additional front desk coverage for Payroll Assistant.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Supervisor of Payroll or appropriate administrator.

### **Job Specifications**

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 accommodation may be provided to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Completion of standard high school, supplemented by courses in bookkeeping and accounting. Must possess knowledge of Windows operating system, Microsoft Office, and personal computer software. Some knowledge of school system business practices and procedures preferred. General knowledge of payroll tax withholding laws and programs, legal requirements for court ordered deductions, including but not limited to child support, garnishments, & bankruptcy, standard office procedures, practices and equipment is beneficial. Must possess the ability to maintain complex financial records and prepare records and statements, make mathematical computations quickly and accurately, and post accounts with

speed and accuracy. Must be able to demonstrate excellent oral and written communication skills.

### **Working Conditions & Physical Requirements**

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 accommodation may be provided to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Payroll

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Payroll Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Payroll or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

### **Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

8/2026 JSA