



A World-Class Community of Learners

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE

Payroll Specialist

CONTRACT REFERENCE

Individual Contract

TITLE OF IMMEDIATE SUPERVISOR

Accounting Supervisor

VERSION DATE

September 2015

JOB SUMMARY

The payroll specialist is responsible for coordinating and preparing proper compensation of district employees, ensuring appropriate deductions and accurate payroll records are maintained.

TASK NO.

FREQUENCY BAND/GRADE

The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Processes payroll, managing the workflow to ensure all payroll transactions are accurate and timely. Creates and maintains payroll files on all employees. Maintains and manages payroll including calculation of salaries, severance pay, and retro pay according to individual contracts and collective bargained agreements.	30%	
2.	Responsible for the accurate reporting and timely payment of all voluntary, statutory, and contract-related deductions, including but not limited to federal and state taxes, PERA, TRA, group insurances, 403(b) withholdings, and W-2s.	10%	
3.	Reviews, processes, and edits time and leave records for accuracy and timely payments; reconciles printouts and payroll checks after information has been entered into the payroll and benefit management system.	15%	
4.	Ensures compliance and prepares all monthly, quarterly and annual financial payroll tax forms including federal, state, TRA and PERA.	8%	
5.	Coordinates payroll budget codes with Human Resources Coordinator.	3%	
6.	Coordinates an organized filing system for storing all payroll-related printouts, including archiving payroll	5%	

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	records for compliance with the district's record-retention schedule.		
7.	Coordinates COBRA	3%	
8.	Balances all payroll semi-monthly and benefit liability accounts quarterly resolving payroll discrepancies.	8%	
9.	Provides School Board negotiations team with analysis of Master Agreements' payroll related considerations.	5%	
10.	Directs and assigns payroll-related tasks to HR Assistant. Supervise and evaluate work performance of payroll functions performed by HR Assistant.	10%	
11.	Provides Finance Department with payroll information and worksheets for annual audit reconciliation.	3%	
12.	Maintains employee confidence and protects payroll operations by keeping information confidential.	N/A	
13.	Perform other duties as may be assigned by the Director of Finance or designee.	N/A	

QUALIFICATIONS (Specific training or job experience required before appointment)

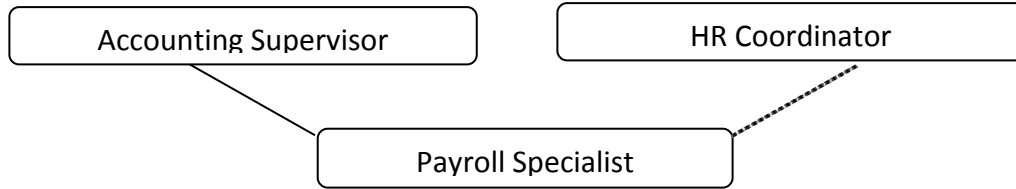
- Bachelor's degree in accounting, finance, or related field preferred. Considerable experience working in payroll, accounting or finance, or equivalent combination of education and experience.
 - High degree of aptitude and proficiency with computer based accounting systems and with personal computer applications including spreadsheets, word processing, and data base management.
 - Experience working in a team environment with evidence of good written and verbal communication skills, of ability to interact positively with others, and exceptional organizational and time management skills.
 - Key Skills: Analyzing Information, Data Entry Skills, Attention to Detail, Organization, Confidentiality, General Math Skills, Creating Reports, Verbal Communication
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ORGANIZATIONAL RELATIONSHIPS



SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more.

NON EXEMPT

Not to exceed 40 hours per week.