

POSITION DESCRIPTION

TITLE:	Payroll Specialist	SUPERVISOR:	District Administrator
DEPARTMENT:	District-wide	CLASSIFICATION:	Executive Support Staff

I. Accountability Objectives:

Under administrative direction, processes and interprets the payroll and benefit programs of the school district; performs related payroll and accounting functions; performs data processing functions; and performs other related work as required.

II. Position Characteristics:

Salary: Per Employee Handbook Wage Scale

Length of Appointment: 12 Months

III. Position Relationships:

Reports to: District Administrator

Coordinates with: District Administrator; building principals; district staff

IV. Position Qualifications:

A. Required Qualifications:

High School Diploma; minimum of Associate Degree in Accounting or equivalent experience; demonstrated proficiency in Word and Excel.

B. Desired Qualifications:

Recent payroll experience in medium to large organization.

*Alternatives to the above qualifications as deemed appropriate by administration.

C. Special requirements of the position:

1. Knowledge of federal, state, and department rules affecting payroll preparation.
2. Ability to work independently.
3. Ability to clearly interpret and communicate the various provisions of the payroll process.
4. Proficiency in use of payroll hardware and software.
5. Ability to exercise judgment and discretion in the payroll preparation process.
6. Ability to establish and maintain effective communications with district employees.
7. Ability to maintain strict confidentiality of information.
8. Ability to function under pressure.
9. Ability to maintain accurate and complete records and prepare clear and detailed reports.
10. Ability to perform varied tasks at a high rate of speed and accuracy.
11. Skills in human relations and organization.
12. Knowledge of and ability to communicate to employees information about wages and benefits (medical, dental, and disability insurance, flexible spending plan, retirement benefits, annuities).
13. Ability to establish a feeling of trust and confidence in employees and knowledge to aid them in employee benefit analysis and problem solving.
14. Ability to demonstrate a consistent positive attitude, ability to deal with conflict.

V. Position Responsibilities:

- A. Coordinate all payroll information (time sheets, extra pay, leave requests, absentee reports, etc.)
- B. Process bi-weekly payrolls for all employees and run payroll reports.
- C. File all necessary payroll taxes and reports (bi-weekly - federal, state tax deposits and court orders, affordable care act reporting; monthly - union dues and reports, new hire state report; quarterly - federal and unemployment reports; annually - W-2's, state and social security administration tax reports and state teacher retirement reporting).
- D. Process Workers' Compensations and Long Term Disability claims.
- E. Supply information to district administrative assistant regarding teacher negotiations, support staff contracts, teaching contracts and coaching contracts.
- F. Create and update substitute teacher and support staff lists. Distribute to substitute callers and administration.
- G. Coordinate summer check distribution.
- H. Work with auditors on the annual audit.
- I. New employee orientation (benefits, payroll, Employee Access, etc.).
- J. Assist Technology Coordinator with computer updates and programs into the network.
- K. Handle TSA deductions.
- L. Perform all OSHA reporting.
- M. Handle insurance issues for health, dental, worker's compensation, and Long Term Disability.
- N. Assist all employees with Employee Access including time off. Issue and reset logins and passwords.
- O. Assist support staff with True Time.
- P. Ability to create spreadsheets using various formulas, as well as setting up new forms when needed using word processing software.
- Q. Other duties as assigned.