

JOB DESCRIPTION – HEAD PAYROLL SPECIALIST

Title: **Head Payroll Specialist**

Reports To: Treasurer and Assistant Treasurer

Employment Status: Full Time

FLSA Status: Non-Exempt

Qualifications:

1. A minimum associate's degree in finance, accounting, or related field preferred. Equivalent experience will be reviewed.
2. At least three years of experience in finance, accounting, or related field in a school setting preferred.
3. Possess strong organizational skills and the ability to work in a fast-paced environment.
4. Possess intermediate to advanced computer skills including, but not limited to, Microsoft Office (Word, Excel) and Uniform School Payroll System (USPS).
5. Able to work collaboratively with and demonstrate a willingness to positively help staff, administrators, and the public while maintaining confidentiality.
6. Alternatives to the above qualifications as the Board of Education may find appropriate.

General Description:

Is responsible for processing regular and special district payroll operations.

Essential Functions:

1. Maintains confidential payroll files on all employees in the district.
2. Processes payroll deviation reports and time sheets, and the processing of enrollment forms from employees on all payroll related withholdings, fringe benefits, and making related changes in the computer system on a timely basis.
3. Works collaboratively on collecting and maintaining leave forms, official records, and/or appropriate documentation for sick leave, personal leave, vacation leave, and other types of absences and accruals, as well as coordinates the timely processing of all types of absences.
4. Computes pay of classified/certified employees and prepares checks and related reports.
5. Assists in gathering and retrieving of data, as well as preparing reports for employee negotiations, cost studies, and other needs as assigned by the Chief Financial Officer/Treasurer or her/his designee.
6. Verifies employee salaries/wages as approved by the Board of Education.
7. Processes verification of employment forms as requested by/on behalf of employees.
8. Prepares and files all payroll related reports with the Internal Revenue Service, State Department of Taxation, City Income Tax Departments, Retirement Systems, annuity companies, and all other payroll related reports.

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9. Works with administration and other staff to develop and/or update current policies, procedures, and internal control systems for all payroll and benefits functions performed in the Chief Financial Officer's/Treasurer's Office (including form development, automation, and revisions).
10. Assists in training district personnel in payroll department policies, procedures, new computerized payroll enhancements for an accurate and efficient district payroll operation.
11. Prepares payroll distribution and transfers checks from other appropriate bank accounts to the payroll clearing account.
12. Distributes all salary and fringe benefits to the appropriate funds and budgetary accounts.
13. Prepares ODJFS reports, and the STRS magnetic tape advance at year end.
14. Prepares monthly billings for health insurance for employees on leaves of absence.
15. Performs periodic audits of the payroll system to ensure accuracy of the calculation, placement on appropriate salary steps, and reviews all severance payoffs.
16. Coordinates C.O.B.R.A. notification on employees who no longer are employed by the district.
17. Provides information as needed regarding unemployment verification forms, separation of employment requests, etc.
18. Provides information as needed regarding SERS and STRS contributions.
19. Calculates over \$50,000 term life insurance adjustments and other adjustments to year end W-2 files. Responsible for timely completion of W-2 forms and other related reports or documentation to assure annual notifications prior to January 31.
20. Handles information inquiries from district employees regarding a wide variety of payroll related areas.
21. Carries out all assignments in a professional manner and maintains a high standard of professionalism and ethics in all work performed.
22. Has occasional interaction with hostile and/or aggressive individuals.
23. Other duties as assigned by the Chief Financial Officer/Treasurer or her/his designee.

Additional Working Conditions:

1. Occasional operation of a vehicle under inclement weather conditions.
2. Occasional interaction among unruly children.

ADOPTED: January 09, 2017