



SCHOOL DISTRICT U-46
JOB DESCRIPTION
PAYROLL SPECIALIST

JOB DESCRIPTION REVISION DATE: 03/06/2012

DEPARTMENT / SCHOOL: Payroll

REPORTS TO: Coordinator of Payroll

SUPERVISES: N/A

POSITION GOAL:

The Payroll Specialist performs all activities necessary to process semi-monthly payroll for approximately 5,500 employees within 6 union groups utilizing Peoplesoft. This includes, maintaining the time & attendance system, garnishment and tax levy processing, payroll entries, maintaining employee payroll records, running on demand reports, documenting and updating payroll procedures.

ESSENTIAL FUNCTIONS:

1. Process semi-monthly payroll.
2. Process summer school payrolls as well as off-cycle payrolls, such as adjustment runs etc.
3. Input and manage data in excel and Peoplesoft payroll system.
4. Conduct New Hire Orientations in conjunction with HR.
5. Respond to and process all garnishments and tax levy's.
6. Communication with 3rd party vendors regarding payroll interfaces.
7. Maintain ISO documents - update ISO documents for changes such as new procedures, organizational changes or changes to processes.
8. Remain current on new legislation and regulatory ruling impacting payroll, garnishments, taxes and FLSA regulations.
9. Other duties as assigned.

KNOWLEDGE AND CRITICAL SKILLS:

1. Strong knowledge of Microsoft Outlook, Word, and Excel.
2. Ability to manage multiple tasks and priorities under strict deadlines.
3. Excellent interpersonal and strong oral and written communication skills.
4. Excellent analytical and problem-solving skills.
5. Strong organizational skills and attention to detail.
6. Display responsible and professional leadership.
7. Strong ability to provide a very high level of customer service.
8. Self-starter with the ability to work independently and follow projects through to completion.
9. Able to handle sensitive employee data and maintain confidentiality with ethical professionalism.

EXPERIENCE AND EDUCATION:

1. Minimum 5 years payroll processing experience.
2. CPP designation strongly preferred.
3. Bachelor's degree or equivalent experience.

Comments:

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ENVIRONMENTAL CONDITIONS:

1. Indoors in a busy environment with exposure to some noise and communication.
2. Frequently work at a fast pace with unscheduled interruptions.
3. Public contact requiring appropriate business-like apparel.
4. May be required to leave the main work site to attend meetings or to provide professional development and training.

PHYSICAL DEMANDS:

1. Ability to work in a fast paced and stressful environment.
2. Ability to work on a computer over a major portion of the work day.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

12 month position – Salary and benefits as established by the Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____