

Lead Payroll Specialist

Job Description



Job Title: Lead Payroll Specialist

FLSA: Nonexempt

Reports to: Payroll Supervisor

Pay Grade: Clerical/Para 8

Dept./School: Payroll Department
Donaldson Administration Building

Calendar Days: 226

Revised: 5.20.2025

Primary Purpose

The Lead Payroll Specialist compiles and prepares regular district payroll, including related reports and deposits. Work under moderate supervision to ensure accurate and timely preparation of payroll records according to prescribed procedures and regulations.

Qualifications

Education/Certification:

- High School Diploma from an accredited high school or GED

Special Knowledge/Skills:

- Knowledge of basic payroll accounting procedures
- Ability to maintain accurate and auditable records
- Ability to use software to create spreadsheets, databases, and do word processing
- Proficiency in keyboarding and file maintenance
- Strong attention to detail and problem-solving skills
- Ability to work with numbers in accurate and rapid manner to meet established deadlines
- Effective organizational, communication, and interpersonal skills

Experience:

- Minimum three (3) years of payroll accounting experience

Major Responsibilities and Duties

Payroll Accounting

1. Prepare accurate district payroll for distribution to employees following established procedures
2. Receive and audit time sheets for all district employees Calculate employee wages, salaries, hours worked, overtime pay, and determine withholdings, deductions, and net pay
3. Balance payroll earnings and deductions; initiate related transfers of funds and deposits
4. Maintain district payroll registers, employee payroll information, and other original documentation in an orderly and accurate manner in accordance with state, federal, and district requirements
5. Oversee garnishments, child support, court documentation, and other legal documents
6. Resolve minor issues and answer payroll related questions
7. Ensure compliance with applicable payroll laws
8. Train and/or assist new and current payroll staff

Data Entry

9. Prepare and post all payroll changes including payroll deductions, extra duty pay, professional dues, leave days, and final pay

Lead Payroll Specialist

Job Description



10. Resolve payroll discrepancies by collecting and analyzing information

Payroll Records and Reports

11. Compile, maintain, and file all reports, records, and other documents as required including maintaining payroll and related files such as payroll records, absent-from-duty reports, and time and attendance
12. Prepare and submit payroll reports and forms including those required by Internal Revenue Service, Texas Workforce Commission, Texas Retirement System, Federal Insurance Contributors' Act (FICA), Medicare, Texas New Hire Reporting, and Worker's Compensation Commission

Other

13. Coordinate and train new and current timekeepers with the timekeeping system
14. Prepare reports for administrators
15. Work cooperatively with human resource department, principals, department heads, campus and department secretaries, and employees to ensure accuracy of information reported
Resolve payroll problems and inquiries
16. Respond to requests from financial institutions regarding verification of employment
17. Maintain confidentiality of information
18. Follow district safety protocols and emergency procedures
19. Perform other duties as assigned by the Payroll Supervisor

Supervisory Responsibilities

None

Evaluation

The evaluation of the Lead Payroll Specialist is a responsibility resting with the Payroll Supervisor. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions to meet established deadlines; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.