



Analyst I, Payroll

Reports to:	Manager III, Payroll/Executive Director	FLSA Status:	Non-Exempt
Department:	Public Safety/Finance	Structure/Grade:	Unified 119
Division:	Chief of Staff	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Performs routine tasks required to manage and process payroll data, serving as the primary contact for payroll inquiries, and collaborating with HR and other departments to resolve payroll-related issues. Performs duties with moderate supervision as an intermediate-level individual contributor.

Essential Job Duties

- Reviews, verifies, and manages employee direct deposit documents for accuracy, notifying employees of any discrepancies.
- Collects, researches, and reviews payroll input activity in the payroll software system to ensure accurate processing of extra activity pay, substitute pay, and part-time pay.
- Sends semi-monthly payroll memos to bookkeepers/timekeepers and communicate effectively with departments, schools, and individual employees regarding payroll issues.
- Answers employee inquiries related to payroll discrepancies promptly.
- Corrects errors in timekeeping records by managing and auditing them for compliance with established standards; may provide training or mentoring for bookkeepers as needed.
- Submits changes to employee tax forms as required while ensuring that all keyed data generated during payroll processing runs is accurate.
- Provides monthly reports on various aspects of the payroll activities.
- Assists with the distribution of earnings statements to employees.
- Coordinates assigned project tasks effectively to meet objectives.
- Performs other duties as assigned.

Qualifications

- A high school diploma with at least three (3) years of experience required.
- Associate degree in Finance or Human Resources with at least one (1) year of related experience preferred.

Knowledge, Skills, and Abilities

- Knowledge of accounting principles, basic accounting, payroll accounting, expenditure and disbursement, and general financial analysis
- Knowledge of federal, state, and local tax guidelines and laws
- Knowledge of government fiscal administration, including pension plan and benefits administration
- Knowledge of human resources procedures related to the distribution of payroll checks
- Effective oral, written, and interpersonal communication skills



- Strong customer service orientation
- Good analytical and problem-solving skills
- Good computer skills, including the ability to use all relevant software
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to adapt to changing circumstances and tasks
- Ability to conduct research, analyze data, and recognize situations requiring modified financial analysis
- Ability to follow clear and established processes, and the ability to recognize the need for occasional deviation from standard practice
- Ability to deliver work according to specific operational targets

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 10/20/2025