



CONFIDENTIAL PAYROLL SPECIALIST JOB DESCRIPTION

REPORTS TO: Business Manager

EVALUATION: Evaluated by Business Manager

WORK DAY: 8:00am - 4:00pm. Confidential position with varying hours.

WORK YEAR: 12 months (260 workdays)

SALARY: \$55,000.00/annual

PURPOSE AND FUNCTION:

To ensure accurate processing and recording of company's payroll, provide timely and accurate financial information, participate in daily data entry Payroll processing.

POSITION REQUIREMENTS/QUALIFICATIONS:

Bachelor's Degree required. 3- 5 years of payroll processing experience preferred. Working knowledge of payroll best practices. knowledge of federal and state regulations. Strong PC skills including proficiency in Excel. Strong work ethic and team player. High degree of professionalism. Ability to deal sensitively with confidential material. Strong interpersonal (verbal and written) communication skills. Ability to communicate with various levels of management. Decision-making, problem-solving, and analytical skills. Organizational, multi-tasking, and prioritizing skills.

DUTIES AND RESPONSIBILITIES:

- Perform daily payroll department operations.
- Manage workflow to ensure all payroll transactions are processed accurately and timely.
- Reconcile payroll prior to transmission and validate confirmed reports. Understand proper taxation of employer paid benefits.
- Process correct garnishment calculations and compliance.
- Execute time and attendance processing and interface with payroll.
- Perform compliances for unclaimed property payroll checks.
- Accurately distribute liability checks.
- Process accurate and timely year-end reporting when necessary (W-2, etc).
- Develop ad hoc financial and operational reporting as needed.
- Process manual check and relocation metrics.
- TRS & IMRF reporting for bi-weekly pays, employee onboard and exit, and annual reviews

- Ability to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping; preparing and maintaining accurate records; and using Infinite Visions software applications.
- Other duties as assigned by the Superintendent.