Elgin Independent School District- Job Description

**Job Title:** Payroll Specialist  
**Dept./School:** Business Office  
**Reports to:** Chief Finance Officer

<table>
<thead>
<tr>
<th>Pay Grade:</th>
<th>Days:</th>
<th>FSLA Status</th>
<th>Date Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per EISD Pay Scale</td>
<td>226 Days</td>
<td>Non-exempt</td>
<td>January 26, 2024</td>
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**Primary Purpose:**
Prepare all payrolls for the district, including related reports and deposits.  
Work to ensure accurate and timely preparation of payroll records by following prescribed procedures and regulations.  
Works with limited supervision while providing accurate and systematic payroll services.

**Qualifications:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Certification:**
High school diploma or GED

**Language Skills:**
Ability to read  
Ability to analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.  
Ability to write reports, business correspondence, and procedure manuals.  
Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Special Knowledge/Skills:**
Knowledge of school district payroll procedures  
Knowledge of local, state, and federal requirements relating to payroll issues and reports  
Ability to maintain accurate and auditable records  
Ability to work with numbers in accurate and rapid manner to meet established deadlines  
Effective organizational, communication, and interpersonal skills  
Ability to use calculator  
Ability to use personal computer and software such as word processing, spreadsheets, and databases  
Knowledge of basic accounting principles  
Proficiency in keyboarding and file maintenance
Experience:

Three years payroll experience in school district - preferred

Major Responsibilities and Duties:

1. Prepare all payrolls including semi-monthly and special payrolls
2. Prepare and submit payroll reports
3. Balance payroll earnings and deductions
4. Transfer funds and deposits as related to payroll
5. Control payment of all liabilities generated through payroll, including taxes, Teacher Retirement System (TRS) deposits, insurance.
6. Maintain physical and computerized files for payroll records
7. Prepare and post all payroll changes including payroll deductions, salary changes, termination, and new employee information.
8. Communicate with the Human Capital Department, campus/department secretaries, and employees to ensure accuracy of information reported; resolve payroll problems and inquiries.
9. Prepare and distribute W-2’s at year end
10. Review and approve new hire documents that pertain to payroll
11. Research benefit premium discrepancies; make corrections to reconcile discrepancies
12. Prepare correspondence using personal computer
13. Keep informed of and comply with state and district policies and regulations concerning primary job functions.
14. Maintain confidentiality of information
15. Transition to alternative format/platform as necessitated by District need/decisions
16. Perform other duties as assigned

Supervisory Responsibilities:

None required

Equipment Used:

Copier, calculator, personal computer, printer, fax machine, phone, scanner, and shredder.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. There may be frequent interruptions

Mental Demands:

Reading; ability to work with numbers in an accurate and rapid manner; ability to communicate effectively (orally); ability to operate personal computer; ability to meet established deadlines; ability to maintain accurate and auditable records.

Physical Demands/ Environmental Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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Repetitive hand motions; prolonged use of computer; prolonged sitting

Terms of Employment:

226 days from July 1 through June 30

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.