



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:

Payroll Specialist

Job Summary:

The Payroll Specialist's primary focus is the accurate input, review, and processing of the Genesee Intermediate School District's (GISD) payroll. The processing of payroll is a responsibility that affects every employee of the district and is a position requiring a high degree of people skills and accurate financial skills. This position also ensures compliance with federal and state regulations, and efficient payroll administration. The Payroll Specialist collaborates with human resources and business services to maintain accurate employee records and payroll data.

Essential Duties (May include, but not limited to):

1. Process and balance payroll for district employees on a timely basis.
2. Maintain accurate and up-to-date files for all payroll information for all school district employees.
3. Reconcile and maintain Office of Retirement Services (ORS) information timely as well as complete final payroll details for retiring employees.
4. Compute and enter salary and hourly contracts and pay rates, including any prorated amounts or adjustments as necessary for unpaid leaves of absence.
5. Completes processing of payroll-related transactions, including direct deposits, garnishments, and overtime payments.
6. Process garnishments and Friend of the Court orders following laws regarding these deductions.
7. Assist in the payroll responsibilities for all new hires, termination, and status change paperwork to ensure timely changes.
8. Distribute payroll deductions in compliance with local, state, and federal statutes.
9. Ensure payments of all federal, state, and local taxes and office of retirement services relating to payroll.
10. Comprehensive understanding of labor and tax law.
11. Proper reporting of 403b, 457, 403b Roth, and 457 Roth elections within IRS guidelines and associated elective or non-elective contribution payments.
12. Prepare/reconcile IRS Form 941 on time.
13. Prepare and submit annual W-2 and W-3 forms.
14. Reconcile payroll liability accounts.

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Essential Duties continued:

15. Prepare payroll reports for representatives of government agencies, employee unions, retirement agencies, and transparency reporting.
16. Assist with monthly and year-end reporting.
17. Collaborate with the Human Resources Department often on employee-related issues, cost analysis, and other needs.
18. Continually review the payroll process for streamlining and efficiencies.
19. Perform payroll-related accrual processes on a modified accrual basis.
20. Prepare information for all payroll-related audits
21. Directly communicate with employees regarding payroll and deductions.
22. Prepare and submit all other Local, State, and Federal payroll-related reports.
23. Supports the implementation and maintenance of payroll software and reporting tools.
24. Serves as an active member of SchoolOPEN user groups.
25. Perform other duties as assigned.
26. Consistency models Win-Win Leadership.

Qualifications:

Education:

Associate's degree in accounting, business management, or related business field required; bachelor's in accounting/finance preferred. Five or more years of documented successful school accounting/payroll experience may be considered in lieu of the education requirement.

Experience:

Two years of experience in school payroll preferred. Experience with SchoolsOPEN software desired.

Skills/Other:

1. Demonstrate understanding of Governmental Fund Accounting
2. Strong analytical, mathematical, and accounting skills
3. Ability to communicate effectively in writing, orally, and electronically
4. High proficiency with computers, excel spreadsheets, and word processing
5. Strong organizational skills and ability to meet required deadlines
6. Excellent customer service skills to develop and maintain positive relationships with staff
7. Possess a high level of discretion, confidentiality, and integrity
8. Ability to handle a multitude of issues and responsibilities with attention to detail

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit and operate a computer. The employee is required to stand, walk, and reach with hands and use an occasional step stool. The employee must occasionally lift and/or move up to 10 pounds, such as reports.

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Qualifications continued:

Work Environment:

The office is an open work environment which at times can be noisy at times. The position demands meeting deadlines with time constraints. This position is frequently required to interact with staff and with the public which requires courtesy and discretion. The position also requires collaboration among the payroll team and with other departments and positions.

Special Job Considerations:


Certification: Not Required

Type of Certification: N/A

Bargaining Unit: None

Salary Schedule: Specialist Salary Schedule

Immediate Supervisor: Payroll Supervisor

Supervision: 

Date: June 10, 2025

Approved:

TLH: kv

Job Description 1005