

## Payroll Specialist

### Purpose Statement

The job of Payroll Specialist is done for the purpose/s of ensuring accuracy of information and adherence to procedures prior to processing employee bi-weekly payroll; providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines; administering payroll procedures, training and monitoring daily payroll processes, and achieving the department's overall objectives in a timely manner.

### Essential Functions

- Assists with the processing of a bi-weekly payroll in the payroll software system, including running reports, verifying data, and maintaining employee information
- Oversees the accuracy of all employee positions (e.g., position FTE, salary, calendars, etc.)
- Set up and calculate employee bi-weekly supplemental/stipend pays
- Process Electronic Personnel Action Requests (ePARs) for new hires, position changes, terminations, leaves, supplemental pays, position funding corrections, etc.
- Audits different areas of payroll to reconcile discrepancies and ensure the accuracy of data. Maintains processes and audit trails for all payroll transactions
- Monitors 20/20 eligibility for compliance with the Arizona State Retirement System, Prop 206 eligibility for all employees, and employee leave of absences
- Verify information input into the payroll system for accuracy for both new and existing employees regarding personal information, salary, leave plans, and deductions
- Assists in the day-to-day operations of the Payroll department
- Calculates and processes retroactive pay adjustments, special pay assignments, and contract adjustments for leaves
- Verifies the annual rollover of employee payroll information from one fiscal year to the next
- Set up and maintain hourly employee profiles within the timekeeping system
- Assists in the preparation of various reports (e.g., timecards, gross to net calculations, etc.) to provide written support and/or convey information to district personnel, local, county, state, and/or federal agencies
- Attends various seminars and workshops (e.g., labor law, government requirements, payroll, etc.) to convey and/or receive information
- Assists in developing reporting processes, procedures, and internal controls (e.g., process manuals, calculation reports, etc.) to maintain accurate records in an effective manner
- Maintains various fiscal information, files, and records
- Maintains regular and reliable attendance
- Maintains employee confidence and protects payroll operations by keeping information confidential
- Researches discrepancies of bi-weekly employee pay information and accuracy of information imported from other systems (e.g. sub system and timekeeping system, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Responds to inquiries regarding various procedures and requirements (e.g., payroll deductions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established guidelines

### Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

### Job Requirements: Minimum Qualifications

#### Mental Requirements

**Learning Development- Level C** Sufficient to read and write technical instruction, understand standardized methods, operate specialized and varied equipment, perform standard mathematical applications. Learning development involves the equivalent of some technical or vocational training beyond high school, often resulting in a certification.

**Problem Solving - Level 2** Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical, yet are relatively straightforward, obvious and well-defined once problems are understood. Responses come from the realm of prior learning and experiences.

#### Physical Requirements

**Physical Skill - Level B** Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routines. These can usually be learned and competency developed on the job over a relatively short period of time.

**Physical Effort - Level 1** Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

#### **Social Requirements**

**Human Relations Skill- Level B** Job requires patience in communication and well-developed verbal skills to exchange technical or complex information with individuals or small, informal groups. skills in establishing harmonious relationships and gaining cooperation are important.

**Scope of Contacts - Level 1** The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

#### **Work Environment**

**Performance Environment - Level B** Work pressure, disturbances of workflow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills.

**Physical Working Conditions - Level 1** Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. little or no exposure to safety or health hazards.

#### **Accountability**

**Level of Accountability -Level B** Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

**Organizational Impact - Level 2** Work results impact the accuracy, reliability, and acceptability of further results beyond the immediate work section. work results are noticeable and represent a portion of, or support product or service received by the customer or general public.

#### **Experience, Education, and Certifications**

**Experience:** Job related experience with increasing levels of responsibility is desired. Experience with School ERP Pro and/or TCP (TimeClock Plus) is desired.

**Education:** Targeted job related education that meets organization's prerequisite requirements.

**Certifications/Clearances:** Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed. FPC (Fundamental Payroll Certification) Certification is desirable.

#### **Compensation Details**

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 115

Work Calendar: Support 12 Month Long