



HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

Payroll Specialist
Page 1 of 3

Reports to:	Payroll Manager
School/Department:	Financial Services Division
Pay Grade:	Office Professional Pay Grade 6
Work Days:	226
Wage/hour status:	Non-Exempt
Created/revised:	June 2018

Primary Purpose:

Provide payroll processing support in the preparation, maintenance, verification, and reconciliation of the District payroll as related but not limited to the campuses and departments consisting of the salaried and hourly workforce. Applies established departmental procedures and practices.

Qualifications:

Minimum Education/Certification:

- High school diploma or GED
- Nine (9) hours of college business or accounting coursework or comparable preferred
- Formal training in the area of payroll preparation and payroll requirements helpful

Special Knowledge/Skills:

- Knowledge of Federal, State, and local laws pertaining to payroll regulations
- Knowledge of timekeeping, payroll, and recordkeeping practices
- Knowledge of Federal withholding/Medicare/FICA withholding computations, computing wage and overtime payments, calculating and recording payroll deductions, processing payroll transactions
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel, Financial and Timekeeping Systems (Tyler MUNIS and KRONOS preferred), and web based data management systems and software packages
- Skill in proofreading, reconciliation, account balancing, and reporting large volume of numbers
- Skill in basics mathematical calculations, data entry, and detailed numerical/clerical work
- Skill in processing a high volume of transactions
- Skill in English grammar, spelling and punctuation (written and verbal) and proofreading
- Skill in processing a high volume of transactions
- Skill in analyzing payroll activities and applying appropriate resolution to problem situations
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to work both independently and as part of a team
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to administrators, District officials, parents, co-workers, and vendors

Experience:

- Three years of experience with business exposure in any combination of payroll, accounts payable, accounting or bookkeeping; school district or government experience is preferred
- Bilingual in Spanish helpful



Major Responsibilities and Duties:

Payroll

1. Provide excellent customer service to all employees that come to counter, call or email.
2. Input all new employee deductions and existing employee changes into MUNIS.
3. Input all new hourly employee information as well as existing employee changes into KRONOS.
4. Coordinate termination of employee benefits with Benefits Department.
5. Input insurance changes into MUNIS.
6. Update MUNIS and KRONOS for employee terminations.
7. Review Substitute Report each payday and make necessary updates for consecutive pay and any special rates that are required (i.e. bilingual rates, nurse rates, deaf ed. rates, and alternative cert. rates).
8. Review and approve district wide supplemental pay entered via MUNIS batches.
9. Ensure that all Supplemental Pay Authorization Forms are received with appropriate backup and are correct.
10. Review and prepare all Aesop data so that it can be loaded into MUNIS.
11. Compile reports for vendor insurance payments.
12. Compile reports for vendor retirement payments.
13. Coordinate insurance for employees on Leave including collecting and depositing funds.
14. Evaluate KRONOS Edit Report and coordinate with HR to make corrections necessary for accurate time and compensation reporting each pay period.
15. Coordinate and update MUNIS for changes to withholding allowances and direct deposits both before and during payroll processing.
16. Submit Positive Pay files to the bank.
17. Provide maintenance, monitor supplies inventory, enter requisitions, and file payroll documentation for purposes of department records.
18. Provide documentation support to Risk Management related to claims.
19. Train Principals, KRONOS Managers, and Campus Secretaries in assigned MUNIS and KRONOS responsibilities (both one-on-one and in group training sessions).
20. Complete employment verifications.
21. Complete Substitute Service Records.
22. Prepare orders to bank for deposit reversals or stop payments.
23. Communicate effectively with district employees and outside organizations to establish clear understanding and aid performance of payroll processes.
24. Work closely with Secretary and Principal/Budget Manager and advise campus/department on proper use of pay codes and budget codes.
25. Work closely with special revenues to ensure that payroll entries are correctly coded.
26. Perform payroll reclassifications to correct miscoded payroll entries.
27. Enter and maintain all TRS employee records to ensure proper monthly reporting.
28. Assist in the completion of an accurate payroll accrual by reviewing and adjusting payroll entries that need to be included in payroll accrual.
29. Prepare department documentation for conversion to electronic document management system.

Policies, Reports and Law

30. Compile, maintain and file all reports, records and other documents required.
31. Comply with policies established by federal and state law, State Board of Education rule and local board policy.
32. Ensure that all records of the Payroll Department are being maintained, stored and disposed in accordance with federal, state and District policies and requirements.



Communication

- 33. Maintain a positive and effective relationship with coworkers, supervisor District officials and employees, and outside agencies and organizations.
- 34. Effectively communicate with Benefits, Human Resources, administrators, and campus personnel.
- 35. Provide outstanding customer service.
- 36. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, and outside agencies and organizations.

Other

- 37. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the department head.
- 38. Support the District and Payroll Department through strong work ethic and punctual attendance.
- 39. Supply external auditors with documentation related to annual audit inquiries.
- 40. Attend professional growth activities to keep abreast of innovations related to position.
- 41. Maintain an organized work environment.
- 42. Perform other duties as assigned.

Supervisory Responsibilities:

- 1. None

Equipment Used:

Computer, printer, copier, calculator, telephone, scanner, and fax machine

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress
Work with frequent interruptions in an open area
Heavy telephone use and periodic visitor contact.
Fast paced work environment
Frequent sitting with moderate standing, stooping, bending, pushing, pulling, and lifting
Occasional prolonged and irregular work hours possibly requiring overtime – flexibility with schedule preferred
Prolonged use of equipment and computer with repetitive hand motions
Daily attendance and punctuality are essential functions of the job

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.

Approved by _____ Date _____

Reviewed by _____ Date _____