

HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Senior Payroll Specialist

Page 1 of 4

Reports to:	Payroll Manager
School/Department:	Financial Services Division
Pay Grade:	Office Professional/CS8
Work Days:	226
Wage/hour status:	Non-Exempt
Created/revised:	June 2021

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. Acts as lead support in the delivery of payroll and other related services/activities under the direction of the supervisor and applies learned and retained functional and technical expertise to moderately complex matters. Provides clerical services to the department heads and other staff members as needed.

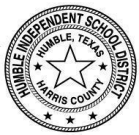
Qualifications:

Minimum Education/Certification:

- High school diploma or GED
- Fifteen (15) hours of college coursework preferred from an accredited college or university recognized by the US Department of Education. Bachelor's degree preferred.
- Formal training in the area of payroll preparation and payroll requirements helpful
- Bi-lingual English/Spanish a plus

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
- Knowledge of TRS reporting
- Knowledge of Federal payroll reporting
- 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:

- Five years of experience with business exposure in any combination of payroll, accounts payable, accounting or bookkeeping; school district or government experience is preferred
- Experience in an administrative lead role within a financial/human resource setting preferred

Major Responsibilities and Duties:

Payroll

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



33. Assist the Payroll Manager in managing a timely payroll process.
34. Assist the Payroll Manager with established analytical procedures applied to the system-generated payroll data records, to ensure an accurate payroll process.
35. Process and evaluate the periodic payroll garnishment process and communicate with garnishment agencies to ensure proper payroll deductions.
36. Assist in data compilation for monthly TRS reporting.
37. Assume the responsibilities of the Payroll Manager in their absence.
38. Assist in the preparation of quarterly payroll tax reporting (federal and state unemployment).

Policies, Reports and Law

1. Compile, maintain and file all reports, records and other documents required.
2. Comply with policies established by federal and state law, State Board of Education rule and local board policy.
3. 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

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

Other

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

Supervisory Responsibilities:

Provide work guidance in coordination and agreement with the Director of Payroll to support other office professional staff engaged in payroll/HR activities.

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



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Page 4 of 4

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