
Job Title:	Payroll Specialist II
Reports to:	Business Office Coordinator
Dept./School:	Hawkins Administrative Building
Wage/Hour Status:	Nonexempt
Pay Grade:	Paraprofessional-Clerical / Level 6 (240 days)
Date Revised:	March 2023

Primary Purpose:

Compile and prepare regular district payroll, including related reports and deposits. Work under moderate supervision to ensure accurate and timely preparation of payroll records according to prescribed procedures and regulations.

Qualifications:**Education/Certification:**

- High school diploma or GED
- College preferred

Special Knowledge/Skills:

- Knowledge of basic payroll accounting procedures
- Ability to maintain accurate and auditable records
- Ability to use software to create spreadsheets, databases, and do word processing
- Proficiency in keyboarding and file maintenance
- Ability to work with numbers in accurate and rapid manner to meet established deadlines
- Effective organizational, communication, and interpersonal skills

Experience:

Three years payroll accounting experience

Major Responsibilities and Duties:**Payroll Accounting**

1. Prepare accurate district payroll for distribution to employees following established procedures.
2. Receive and audit time sheets for all district employees. Calculate employee hours worked, overtime pay, and determine withholdings, deductions, and net pay.
3. Balance payroll earnings and deductions; initiate related transfers of funds and deposits.
4. Maintain district payroll registers, employee payroll information, and other original documentation in an orderly and accurate manner in accordance with state, federal, and district requirements.

Data Entry

5. Prepare and post payroll changes to include payroll deductions.

Records and Reports

6. Compile, maintain, and file all reports, records, and other documents as required including maintaining payroll and related files such as payroll records.
7. Prepare and submit payroll reports, forms and payments as needed including those required by Internal Revenue Service, Attorney General, Texas Workforce Commission, Texas Retirement System, Federal Insurance Contributors' Act (FICA), Medicare, Texas New Hire Reporting, and Workers' Compensation Commission.

Human Resources

8. Review substitute report each payday and make necessary updates for consecutive pay and any special rates that are required.
9. Ensure that all HR payroll action forms are audited and received with the proper backup and are correct.
10. Audit HR actions forms, payrate screens, TRS deductions, and create an audit report for HR each pay cycle.
11. Compile Benefits reports for vendor insurance and vendor retirement payments.
12. Evaluate employee data reports and coordinate with HR to make corrections necessary for accurate time and compensation reporting each pay period.
13. Work with HR to audit and maintain all TRS employee data and records to ensure proper monthly reporting.
14. Provide HR with technical expertise regarding payroll policies, procedures, and regulations.
15. Oversee and audit Teacher Incentive Allotment payout calculations.

Other

16. Work cooperatively with human resource department, principals, department heads, campus and department administrative assistants, and employees to ensure accuracy of information reported. Resolve payroll problems and inquiries.
17. Maintain confidentiality of information.
18. Pursue professional development of skills and knowledge necessary for the effective performance of the position.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions to meet established deadlines; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by: _____

Date: _____