PAYROLL SPECIALIST

QUALIFICATIONS
- Two years of college in Business
- Three years experience in automated payroll processing
- Ability to type with great deal of accuracy
- Basic knowledge of Microsoft Excel
- Data entry skills
- Proficiency in math and 10 key adding machine

REPORTS TO
- Payroll Supervisor

SUPERVISES
- N/A

JOB GOAL
- To contribute to staff morale by the prompt and accurate handling of all payroll matters.

ESSENTIAL FUNCTIONS
- Processes payroll information through the computer, including deduction corrections and adjustments to information that is already in the computer.
- Processes tax wage forms.
- Processes time reporting documents for specific pay locations.
- Maintains and checks vacation and sick leave balances on employees in accordance with established policy.
- Answers questions concerning time reporting documents, payroll checks, and deductions on payroll checks.
- Monitors all timesheets coming into finance from all departments and schools.
- Communicates with various office managers about the time reporting documents as they come in, monthly and semi-monthly.
- Works with auditors gathering any information concerning the payroll process and procedures and any information concerning deductions throughout the year and at year end.
- Receives and reads any incoming correspondence, reports, instructions, and similar documents and responds via a letter.
- Keys in, via the computer, all new employees and terminated employees, verifying all information, including dates and pay scale.
- Computes teacher contracts and classified salaries.
- Performs other related duties as requested or assigned.
EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

SALARY INFORMATION
Classification: Payroll Specialist
Scale: Classified
Grade: F
Days Employed: 248 per school year
Range: $13.00 - $20.20 per hour
Beginning Salary $13.00 per hour
Exception: JPS employees should refer to the Classified Employee Pay Scale Rules of Administration and Implementation.
Overtime: Non-exempt

CODES
MS Personnel/Accreditation Data: 751044 (Other Business Office Staff)
JPSD Job Position Title: N5317