

## **Lewis-Palmer School District Position Description**

Position Title: **Payroll Generalist**  
Department: Business Office/Finance  
Reports To: Director of Finance/Purchasing

Days: Year-round  
Exempt

**SUMMARY:** Oversee all payroll functions to ensure accurate and timely processing of employee payments. Primary responsibilities include managing payroll systems, coordinating payroll schedules, and ensuring compliance with federal, state, and local payroll laws and tax regulations. This position is responsible for processing payroll calculations, deductions, and adjustments, handling payroll audits, and managing employee payroll records. Collaborate with HR and finance departments to ensure alignment on benefits, bonuses, and payroll changes. Implement process improvements to enhance payroll efficiency and accuracy and may develop payroll policies and training materials for team members.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES REQUIRES THE ABILITY TO:**

- Perform computerized payroll processing, which includes data entry, review and reconciliation.
- Input, track and update benefit deductions for each employee.
- Check time sheets for consistency and accuracy, researching any problems with appropriate personnel and train timekeepers for District wide consistency.
- Calculate any special payroll adjustments or deductions.
- Investigate payroll or benefit problems and take appropriate corrective action in a timely manner.
- Be knowledgeable of the various benefit programs in which the district participates, and be able to assist employees when they have questions.
- Generate direct deposits or print paychecks if/when a manual check is needed, and prioritize the delivery of those payments.
- Provide monthly accounting of payroll and related reconciliations.
- Create, reconcile, and submit monthly payroll reports to federal, state, insurance and other agencies.
- Educate employees in understanding district policy and procedures in regards to their pay.
- Use Payroll data to prepare and upload W-2 forms in the Employee Service Portal.
- Prepare and distribute termination checks and paperwork.
- Balance payroll to benefit billings and make any necessary adjustments or journal entries.
- Complete necessary correspondence or surveys in relation to payroll.
- Maintain strict confidentiality.
- Perform year-end payroll reconciliation to the general ledger.
- Assist in preparation for the annual independent financial audit.
- Assist in financial report preparation as desired and necessary.
- Assist in preparing audit work-papers and accumulate information as necessary for auditing firms or agencies.
- Assist with finance software modules.
- Stay up-to-date on best practices for payroll, to include federal and state payroll regulations.
- Perform other duties as assigned by the Director of Finance/Purchasing.
- Assist in the overall success of the Business Office.

**EDUCATION and/or EXPERIENCE:** Requires an Accounting, Business or related degree or equivalent experience, with a working knowledge of payroll best practices. Relevant coursework or a formal degree in an accounting or business field is preferred.

Strong knowledge of federal and state regulations and must provide excellent customer service. Must have excellent organization skills and the ability to prioritize. Proficient in computerized payroll software to include a working knowledge of spreadsheets, word processing, databases and email. Previous payroll experience in a school district or governmental setting preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as timesheets, employment verifications, benefit forms and other accounting or payroll documents. Ability to write/type routine reports and correspondence. Must have above average communication skills to explain and interpret benefits and payroll policies to other district employees individually or in groups. Ability to write reports, business correspondence and procedure manuals.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as overtime, annualized pay, split contract pay adjustments, benefit/pay adjustments and percentages. Proficient calculator skills. 10-Key by touch is necessary. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Personal Computer experience required. Ability to apply a working knowledge of PC utilization to reach desired ends of financial reports. Ability to establish and maintain effective working relationships with staff, management, and the school community. Ability to communicate clearly and concisely both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Must have attention to detail and the ability to manage time effectively.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Occasional lifting not to exceed 20-40lb boxes is required. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*WORK ENVIRONMENT:* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. However, there will be frequent interruptions. Ability to maintain focus while being constantly interrupted amid shifting priorities while under tight deadlines is essential to successfully perform the tasks involved with this position.