



JOB TITLE: Payroll Specialist

Wage/Hour Status: Nonexempt

Reports To: Payroll Coordinator

Pay Grade: 7

Dept./School: Payroll Department

Date Revised: March 23, 2022

Primary Purpose:

Responsible for executing the responsibilities of the Payroll Office. This includes processing employee pay, deductions, timecards and all payments related to payroll. Assists district employees with questions concerning their paychecks, deductions, available leave and docking of pay. Generates reports related to payroll and vendor funding and submits to proper departments. Works under the supervision of the Payroll Coordinator and follows established procedures of the Finance Department.

Qualifications:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Knowledge of Payroll Processing

Knowledge of Timekeeping System

Familiar with Excel and Word, etc.

Ability to meet established deadlines and work in a fast-paced office environment

Ability to read and communicate effectively

Ability to perform and analyze mathematical functions.

Experience:

At least two years of accounting or payroll processing experience preferred.

Major Responsibilities and Duties:

1. Responsible for processing payroll according to approved and established practices and guidelines set by the district.
2. Monitor, analyze and audit employee timesheets for accuracy and completeness of hours worked to ensure compliance of FLSA.
3. Responsible for reviewing and processing supplemental pay and verifying the appropriate funding source.
4. Ability to communicate effectively verbally and in writing to resolve problems regarding employee concerns on pay, deductions and other payroll matters.

5. Ability to communicate effectively verbally and in writing to obtain information as needed from the Human Resources and Benefits Departments.
6. Responsible for the preparation and processing of payroll vendor payments. This includes payroll taxes, insurance, garnishments etc.
7. Ensure that Employee Payroll files are maintained with appropriate documentation.
8. Prepare Payroll Funding Requests.
9. Utilize the current Accounting/Payroll software to print reports as needed.
10. Follow attendance and punctuality rules.
11. Works cooperatively with others.
12. Maintain neat and orderly work area.
13. Follow appropriate attire and grooming as required by District Policy and procedures.
14. Keep supervisors informed.
15. Perform all duties in a safe manner (including any required driving) to avoid injury to oneself and/or to others.
16. Perform and follow oral and written instructions from supervisor for all other duties as assigned.
17. Perform other duties as assigned by supervisor.

Supervisor Responsibility:

None.

Equipment Used:

Personal computer or on-line computer terminal, printer, calculator, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to communicate effectively (verbally and in writing); ability to operate computer; ability to understand and perform math fundamentals continual walking, standing, climbing, stooping, bending, kneeling, and reaching; heavy lifting and carrying; work on ladders.

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.