



METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

JOB DESCRIPTION

Title: Payroll Specialist

Location: Lawrence Education and Community Center (LECC)

Contract Length: 12 months, 260 days

Work Schedule: 7.5 hours per day - 8:00 AM – 4:00 PM (30-minute unpaid lunch)

Reports to: Payroll Manager

Qualifications:

- Previous experience in payroll, accounting, bookkeeping, timekeeping, or a related administrative role preferred.
- Experience reviewing employee timesheets, time and attendance records, and payroll documentation preferred.
- Experience working in a school district, governmental agency, or other large organization preferred.
- Experience using computerized payroll, financial, human resources, and/or time and attendance systems preferred.
- Proficiency in Microsoft Office, including Excel, Word, and Outlook, with the ability to learn and effectively use payroll-related software and systems.
- Demonstrated integrity, discretion, and the ability to maintain strict confidentiality of sensitive employee and payroll information.
- Strong organizational and time-management skills with exceptional attention to detail and accuracy.
- Excellent written and verbal communication skills with the ability to communicate professionally with employees, supervisors, administrators, and other departments.
- Strong problem-solving skills with the ability to identify discrepancies, research issues, and follow through to resolution.
- Ability to prioritize multiple responsibilities and consistently meet established payroll deadlines.
- Ability to work independently while also contributing effectively as a member of a team.
- Dependable, professional, and committed to providing accurate and timely payroll services.

Performance Responsibilities: Under the supervision of the Payroll Manager and Chief Financial Officer, the Payroll Specialist is responsible for performing the following duties:

1. Prepare, review, and perform input necessary for accurate and timely bi-weekly payroll processing.

2. Gather, organize, review, verify timesheets and employee hours worked for assigned employees and departments.
3. Review timesheets to ensure:
 - a. All scheduled workdays are accounted for.
 - b. Clock-in and clock-out times are complete and accurate.
 - c. Meal periods are properly recorded when applicable.
 - d. Regular, overtime, and additional hours are properly reported.
 - e. Leave, holidays, and leave without pay are appropriately recorded.
 - f. Required employee and supervisor signatures/approvals are obtained.
 - g. Timesheets are complete, legible, and submitted by established deadlines.
4. Identify and research missing punches, incomplete entries, mathematical errors, overlapping hours, duplicate entries, unusual hours, or other payroll discrepancies.
5. Review and verify overtime and additional compensation for accuracy, appropriate authorization, and compliance with applicable payroll procedures and requirements.
6. Review payroll reports and information for accuracy prior to payroll finalization and identify unusual or potentially incorrect payments.
7. Maintain and update employee leave records, including reviewing leave reported on timesheets and identifying leave without pay or other necessary payroll adjustments.
8. Execute payroll for Extra-Curricular Activities (ECA) and maintain appropriate records, approvals and supporting documentation (Smartsheet's)
9. Maintain an appropriate audit trail for payroll transactions, changes, and corrections.
10. Indiana New Hire Reporting

Overall Responsibility

The Payroll Specialist is responsible for performing a thorough review. The review should reasonably confirm that the employee worked the hours reported, the hours are mathematically accurate, the appropriate approvals are present, leave and overtime are handled correctly, the proper job/rate/coding is used, and sufficient documentation exists to support the payment before payroll is processed.