



Payroll Specialist

Job Description

Reports to: Director of Financial Operations

Location: Central Administration Office

Evaluated by: Director of Financial Operations

Evaluation period: Annual

Purpose of Position:

The payroll position is responsible for assisting the Director of Financial Operations by managing all payroll functions for the district.

Responsibilities and Duties:

- Processes payroll for all employees including coordinating direct deposit payments.
- Calculates the payroll docket including garnishments & unemployment.
- Manages and maintains employee benefit time including reviewing the accuracy of personnel attendance entered by building secretaries and recording attendance for central administration office personnel.
- Creates, prints, and distributes annual W2's for all employees and provides W2 information to Social Security and the State of Indiana.
- Maintains a calendar of hourly employees' working days and hours to verify attendance.
- Maintains a calendar of certified employees' working days.
- Manages all unemployment claims including the following:
 - responds to separation notices with form 501 to protest benefits;
 - attends and presents at unemployment appeal hearings;
 - pays monthly unemployment statements.
- Presents payroll information at the teacher orientation or On-Boarding meeting.
- Maintains lists for substitutes for instructional assistants, clerical positions, and custodians.
- Updates employee changes in payroll
- Provides employees with proper forms for payroll deduction changes.
- Processes all court order deductions such as garnishments, child support, IRS levy's, etc.
- Assists benefits specialist with employees on leaves including maternity, FMLA, medical etc.
- Compiles information for annual workman's compensation insurance audit.
- Prepares reasonable assurance forms for non-certified employees, noncertified substitutes and substitute teachers.
- Completes Federal DOL employee count report, the State of Indiana monthly new hire report, the federal quarterly multiple worksite report, and the Lake County 6-month employee information report.
- Attends regular training to assure that all federal and state labor laws are being followed.
- Collects required employment documents from newly hired certified staff members
- Updates, maintains, and coordinates the distribution of teacher contracts.
- Updates and maintains the list of personnel employed within addenda positions.
- Reconcile bank statements
- Upload paystubs to Doculivity
- Maintain list of hourly employee schedule and update in time system
- Upload reports of employee annuities to third party administrator
- Assist with monitoring employees paid from grants
- Distributes addendum contracts to all personnel who are not full-time staff members.
- Other duties as assigned by the Director of Financial Operations or Superintendent.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or general education degree; two years of related experience and/or training; or equivalent combination of education and experience. Knowledge of federal and state labor laws and regulations.

Language Skills:

Ability to read and interpret documents. Ability to create various spreadsheets and to write routine reports and correspondence. Ability to speak effectively with staff and vendors.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities:

Must be proficient in the use of computers for various office applications. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., copier, calculator, postage meter, laminator, binding machine, check folder, and other equipment as made available by the school corporation.

Terms of Employment:

260 days.

Wages Starting at \$22.50

Benefits determined by the classified staff fringe benefits including medical insurance and retirement.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.