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| Immediate Supervisor | COO, Executive Director of Human Resources & Operations | FTE | 1.0 | FLSA Status | Exempt |
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Position Summary

The Payroll Specialist processes and maintains accurate employee payroll, manages substitute scheduling and communication, and oversees background check processing for staff and volunteers. This position ensures compliance with all payroll regulations, maintains data integrity, and supports the smooth daily operations of the school through effective coordination and communication.

Payroll Responsibilities

- Process and submit payroll for all employees twice per month, ensuring accuracy in earnings, deductions, benefits, and taxes
- Verify and reconcile timesheets, time-off requests, and attendance data
- Maintain and update payroll records, ensuring employee data is accurate and confidential
- Coordinate with HR and Finance to implement pay changes, bonuses, and adjustments
- Partner with payroll vendors to complete quarterly and annual reports, including W-2s and year-end filings
- Ensure compliance with all federal, state, and local payroll regulations
- Respond to employee inquiries related to pay, deductions, or leave balances
- Maintain records for paid time off, leaves, and other pay-related benefits
- Prepare payroll-related journal entries and reports for financial reconciliation

Substitute Management Responsibilities

- Actively recruit, interview, and maintain a current list of qualified substitutes for teaching staff and paraprofessionals
- Regularly review and update the substitute list to ensure a sufficient pool of available substitutes
- Communicate regularly with substitutes to confirm availability and readiness to work
- Work with supervisors to identify gaps in substitute coverage and address shortages proactively
- Monitor and update the substitute management system daily to ensure timely placement for all open positions
- Coordinate and schedule substitutes for staff absences using the school's absence management system and other relevant tools
- Communicate effectively with teaching staff to verify absence details and confirm substitute arrangements
- Ensure that substitutes receive all necessary information upon arrival, including classroom assignments, lesson plans, and required access
- Serve as a point of contact for substitute-related inquiries, providing clear and prompt communication about assignments, changes, and expectations
- Communicate regularly with leadership when substitute demand exceeds supply, supporting short-term and long-term coverage planning
- Act as a liaison between school leadership and substitutes, ensuring placements support student learning and operational needs
- Monitor trends in absenteeism and substitute usage to predict future needs
- Suggest improvements to recruitment and scheduling processes for greater efficiency and coverage consistency
- Proactively identify where additional substitutes are needed and assist in planning for future staffing requirements

Background Check Processing

- Process background checks for all new staff members, substitutes, and volunteers through Trusted Employees

- Ensure all required documentation is submitted and tracked, including criminal background checks and mandated clearances
- Communicate with applicants, staff, and volunteers to gather necessary information and provide follow-up
- Review background check results and collaborate with HR to address any discrepancies or concerns
- Ensure all background check documentation is stored securely in compliance with school policy and data privacy laws
- Verify that all volunteers, contractors, and part-time staff complete required checks before beginning work
- Maintain accurate records of background check statuses and provide updates to HR as needed
- Assist in developing and improving background check procedures for new hires and volunteers

**Additional Duties as assigned*

Supervisory Responsibilities

This position may supervise volunteers, interns, or students

Work Requirements and Characteristics

| Education and Experience | Skill Requirements |
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| <ul style="list-style-type: none"> • Associate's or Bachelor's Degree in Business, Accounting, Human Resources, or related field • A mission-driven individual with a belief in and commitment to PACT's mission, vision, and character-traits. • Prior experience in payroll or HR administration (2 years preferred) | <ul style="list-style-type: none"> • Strong verbal and written communication, critical thinking and problem solving skills • Excellent attention to detail, organization, and confidentiality • Excellent planning and logistic skills with ability to define and create procedures • Ability to read, write, and interpret documents such as budgets, handbooks, contracts, statutes, and policies • Ability to manage stressful situations in a discreet and respectful manner • Strong working knowledge of payroll systems, payroll law, and substitute management processes • Ability to interpret and apply PACT policies and procedures and state laws, rules and regulations, and to apply them with good judgment in a variety of situations • Knowledge of FERPA laws and ability to maintain confidentiality with student and staff information |

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| Hazardous Working Conditions and/or Exposure | See Physical Demands & Working Environment Chart |
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This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.