

Pflugerville Independent School District - Job Description

Job Title/Position:	Specialist, Payroll	Department/School:	Payroll
Pay Information:	Clerical/Paraprofessional Compensation Plan	Supervised By:	Director, Payroll
FLSA:	Non-Exempt	Date Revised:	November 2023

Primary Purpose:

Process all payroll action within the district through the Payroll system.

Minimum Qualifications (Experience/Education/Certification):

High school diploma or equivalent; three years' experience in school district payroll and/or business office; experience utilizing advanced spreadsheets.

Major Responsibilities:

1. Provide excellence in customer service when working with employees and other departments and/or campuses
2. Prepare a wide range of payroll actions and documents for all District employees.
3. Process employee payroll data (new hires, changes, additional earnings, etc.) from the HR system of record to the payroll system.
4. Collaborate with HR Position Management team: confirm new hire start dates, exit dates and exit-pay calculations.
5. Process employees' time and attendance data from time sheets and reconcile variances.
6. Cross train team members in your specific area of expertise.
7. Develop in-depth understanding of the Payroll system and create reports as needed.
8. Process employee verification of employment (VOE) requests.
9. Accurately process employees' pay.
10. Distribute electronic communication regarding employees' checks and collecting direct deposits and others
11. Assist with New Hire Orientation (for regular and substitutes employees)
12. Maintain Payroll files and records management.
13. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
14. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state and local laws, guidelines and procedures
- Knowledge of administrative support and file maintenance techniques
- Knowledge of accounting and basic auditing principles
- Knowledge of basic principles and techniques related to school district salary administration
- Skill in communicating effectively with others
- Skill in working with various forms of equipment including, but not limited to: personal computers, fax machines, calculators, printers, etc. ▪ Skill in working in collaborative team based environments
- Ability to maintain accurate and auditable records
- Ability to meet established deadlines
- Effective communication and interpersonal skills
- Skill in working with data entry systems, intermediate and advance user with word processing and spreadsheet computer applications

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Maintain emotional control under stress; repetitive hand motions; must be able to lift and/or carry at least 30lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____