

Position Title	Payroll Professional		
Department	Business Operations		
Reports To	Payroll Manager		
Revised By	Payroll Manager	Date(s) Revised	3/19/2026
Approved By	Human Resources	Date(s) Approved	3/23/2026

SUMMARY:

Accurate processing of biweekly and monthly payrolls along with a complete knowledge of all aspects of the Payroll Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Review payroll data for accuracy and district policy compliance.
- Review entries made by the Human Resource Department in BusinessPlus and communicate with HR to ensure the integrity of the payroll data related to hires, terms, transfers and rate changes are correct.
- Process and balance biweekly and monthly payroll runs, including confirming payroll and finalizing all jobs using the processing checklist.
- Knowledge of importing employee timecards into BusinessPlus via UKG.
- Monitor employee absences for current payrolls.
- Knowledge and ability to process vendor billings.
- Complete payroll information for outside agencies, external auditors and administration requests.
- Ability to set up vendors and process garnishment, IRS levies, and adjust pay for workers compensation as needed.
- Maintain employee information including tax forms, deductions and leave balances.
- Verify calculation of contract payoffs for employees leaving the district and any contract changes.
- Process direct deposit or pay card information and all enrollment forms for payroll deduction as assigned.
- Monitor and maintain employee FMLA, LOA, and KPERS' files as assigned.
- Research and resolve questions from supervisors and employees related to leave time, earnings, deductions, taxes, banking, workers' comp, etc.
- Assist with special projects as assigned by the supervisor.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE (REQUIRED AND PREFERRED):

- High school diploma or GED required.
- Knowledge, skill, and demonstrated ability in the application of the BusinessPlus HR/Payroll and UKG Ready Timekeeping systems.
- Experience equivalent to 2-3 years of related clerical, accounting and modern office practices.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty 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.*

- Knowledge of principles and practices of public school education and the ability to apply them to the needs of the district.
- Ability to develop effective working relationships with the students, staff, and community.
- Knowledge and ability to utilize appropriate technology.
- Ability to collaborate with team members to implement the district's strategic plan and engage in solution building.
- Desire to continue career improvement by enhancing skills and job performance.

SKILLS AND ABILITIES:

- Ability to maintain a high level of professionalism and adherence to Board policy.
- Ability to read and interpret documents.
- Ability to effectively write detailed reports and correspondence.
- Ability to communicate well, both verbally and in writing, in relation to department duties and responsibilities.
- Ability to speak in front of large and/or small groups.
- Bilingual communication skills preferred.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must have the ability to travel in personal or school district vehicle.
- Must be flexible regarding scheduling, working conditions and location of work.
- May require some physical exertion.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.