

## **SNOQUALMIE VALLEY SCHOOL DISTRICT JOB DESCRIPTION**

Job Title: **Payroll Specialist**  
Reports to: **Payroll Officer**  
Directed by: **Payroll Officer**  
Work Year: **Admin—260-day**

FLSA Status: **Exempt**  
Classification: **Non-represented**  
Supervises: **None**  
Salary: **\$83,532-\$91,524**

### **Position Summary:**

The Payroll Specialist responsibilities may include the processing of salaried pay transactions, attendance tracking, fringe benefit administration, retirement, health insurance, worker's compensation, FMLA and/or PFML. Assists the Payroll Officer with all aspects of payroll development, providing technical expertise, research, and assistance to colleagues, employees, and administrators.

### **Qualifications Required:**

- WASBO Payroll and Benefits Certification, or willingness to complete within two years of employment.
- Three years of human resources or payroll experience, preferably in a Washington State public school district.
- Possess a strong attention to detail, time management, organizational and multi-tasking skills coupled with the ability to work independently.
- Proficient in Microsoft Office Suite.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

### **Qualifications Preferred:**

- Demonstrated knowledge of WSIPC and Skyward Human Resources and Payroll modules.
- Knowledge of Washington laws affecting school district payroll, leave of absence, health insurance and retirement practices.
- Experience with employee payroll, health insurance and retirement administration in a public school, higher education system or municipality.

### **Essential Functions and Responsibilities:**

The list of essential functions in this job description is not exhaustive and may be supplemented as determined by an appropriate administrator and Human Resources.

- Utilize computerized payroll systems to enter, verify, process, and balance employee contracts, employee health insurance and retirement selections.
- Ensure accuracy of employee data and satisfy all requirements of the state Health Care Authority, provide accurate information to employees regarding SEBB eligibility criteria.

- Process employee leaves, coordinating with Human Resources and the Payroll Officer on the processing and adjusting of contracts and verification of paid and unpaid time off.
- Process and prepare monthly reports, reconcile payments, and provide discrepancy analysis for the Health Care Authority and assorted payroll vendors.
- Balance and maintain monthly documentation to assist in the W2 process.
- Assist with the maintenance of timesheets, absence reports, leave reports and other related payroll records.
- Exercise sound judgment and to work independently, with minimal direction, to accomplish timely and accurate completion of all functions and tasks within the area of responsibility.
- Perform tasks well under pressure, maintain accuracy of information, and meet various payroll deadlines.
- Analyze and research payroll information effectively, collate data, identify issues, and develop and articulate solutions.
- Understand and follow written and verbal instructions and procedures required for processing payroll records.
- Maintain consistent attendance, be available for significant overtime during peak payroll periods, and conform to regular work hours.
- Take a lead role in special projects such as upgrades to the human resources/payroll system for the purpose of providing information and feedback in developing, implementing, and maintaining information systems, services and/or programs.
- Work closely with administrators and Payroll Officer in resolving issues with payroll processes, compliance with legal regulations, policies and/or collective bargaining agreements.
- Serve as a backup for the Payroll Officer's roles and responsibilities in maintaining department efficiency and effectiveness and processing districtwide payroll in their absence.

**Nonessential Skills and Experience:**

- Performs other related duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Success Factors/Job Competencies:**

- Demonstrated skill and ability to communicate with all individuals in a professional and courteous manner both verbally and in writing; exercising discretion, maintaining trust and confidentiality, and developing amenable relationships with staff and the general public to convey a positive image for the Payroll Department and the District.
- Demonstrated advanced knowledge and skills with automated payroll systems; general procedures in accounting, payroll and auditing; employee benefits; and retirement programs and processes.
- Demonstrated ability to accurately perform complex mathematical calculations.
- Demonstrated ability to maintain confidential and sensitive material and information.

- Demonstrated ability to take initiative, work independently, and effectively manage multiple projects.
- Demonstrated ability to work effectively and maintain a positive leadership culture in support of the District's strategic goals.
- Demonstrated ability, understand, explain, follow and ensure compliance with district payroll practices and procedures, Washington State and Federal laws relating to payroll, taxes, retirement and other benefits.
- Demonstrated skills to interpret payroll laws/regulations and bargaining agreements and integrate those into payroll processes.
- Demonstrated ability to perform multiple, technical tasks with a need to continually upgrade skills in order to meet changing job conditions.
- Demonstrated ability to work collaboratively with staff.
- Demonstrated ability to communicate clearly and follow through on expectations of the role.
- Demonstrated ability to effectively organize, set priorities and coordinate multiple activities at once.
- Demonstrated ability to follow applicable policies, procedures and protocols.
- Demonstrated ability to maintain a consistent presence at assigned work location and fulfill assigned hours.

**Physical Demands and Work Environment:** The physical demands and work environment characteristics 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.

- *Physical Demands* - Majority of the time spent either walking, standing or sitting in an office or around the building, working on the computer and/or on the phone; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 20 lbs.
- *Work Environment* - Office is well lit, carpeted, with moderate noise level, but also accesses all other areas of district; travels to schools and other locations regularly.

**Performance Standards:** The person in this position will be evaluated annually in accordance with the provisions of the district policy.

**Approval/Revision Date:** March 2025

**General Sign-off:** The incumbent is expected to adhere to all Snoqualmie Valley School District policies and procedures.