

Sweetwater County
School District Number One
P.O. Box 1089
Rock Springs, WY 82902-1089

CLASSIFIED PERSONNEL JOB DESCRIPTION

Job Title: Payroll Specialist

Location: Central Administration Building Department: Business Office

Reports To: Assistant Chief Financial Officer

Supervises:

Terms of Employment:

Months Per Year	12	Full Time	X	Hours Per Week	40
	Shift	Part Time		Hours Per Week	

Salary Classification FIS-II, \$25.32 - \$31.32, DOE

Nature and Scope of Job:

To assist in the coordination, operation, and all facets of the day-to-day activities in the Payroll Office while promoting an atmosphere conducive to the effective operation of the office and ensure optimal services are made available to all district personnel and the general public in a courteous and professional manner. Individuals must demonstrate knowledge in Payroll and have the capacity to learn and become functional in all listed Job Functions.

Job Functions:

Essential Functions:

1. Prepare all payrolls (one monthly for Administrators and Classified Personnel; two each month for Teachers) to include:

- 1. Maintain employee master file in accounting software**
- 2. Enter contracts of certified personnel, contract changes and adjustments.**
- 3. Enter hourly rates for classified personnel.**
- 4. Enter deductions requested by personnel.**

5. **Import/enter time sheets, day (substitutes) wages and adjustments for classified personnel.**
6. **Enter and verify all extra activity payments and all adjustments for certified personnel.**
7. **Process and verify all payroll procedures.**
8. **Process, prepare, and print payroll checks.**
9. **Process, prepare, and print deduction, vendors, and transfer checks, such as Flex Spending, AFLAC, and 403B.**
10. **Balance and post each payroll making necessary corrections as needed.**
11. **Prepare Journal Voucher and General Journal Entries to correct accounts as necessary in the General Ledger.**
12. **Close the fiscal year and the preparation of the subsequent year.**
13. **Compliance and preparation or processing of required state and federal reports, including but not limited to Form 941, W-2, W-4, and Wyoming Retirement**
14. **Assist with the Annual School District Audit**
15. **Process employee's vacation, sick, and other leaves.**
16. **Other accounting duties (receipting, purchase orders, etc.)**
17. **Other duties as assigned.**
18. **Follow the terms and conditions of the district's confidentiality agreement.**

--EMPLOYEES ARE HELD RESPONSIBLE FOR ALL DUTIES OF THIS JOB--

Job Qualifications:

Knowledge, Skills and Abilities:

**Basic to Intermediate skills with Microsoft Word and Excel
Knowledge of Payroll processes**

Ability to use good judgment in making decisions daily.

Excellent communication skills with a wide variety of staff, vendors, and public

Ability to maintain confidentiality.

Minimum Requirements (Education, Experience or Formal Training):

One of the following:

- **3-5 years payroll experience,**
- **AS in accounting, business, or related fields**
- **Combination of education and work experience equivalent to or exceeding AS degree in Accounting, Business, or related field**

Equipment Used:

Computer

Copy Machine

Printers

Telephone

Physical Demands:

Lower body strength to climb ladder or foot stool to reach files 5 feet high.

Standing for at least 10% of the work day.

Walking for at least 10% of the work day.

Sitting for at least 80% of the work day.

ENVIRONMENTAL DEMANDS:

Air conditioned building

Occasional exposure to weather extremes.

Fluorescent lighting.

Exposure to visual display terminal.