

## Human Resources

### PAYROLL SPECIALIST LEAD

**Department:** Payroll  
**Reports to:** Payroll Coordinator  
**Placement:** Classified Non-Exempt Salary Schedule  
**Term:** See Duty Day Calendar

#### **Position Summary:**

The Payroll Specialist Lead serves as the lead technical resource for payroll operations and is responsible for ensuring the accuracy, compliance, and integrity of payroll records and processes. This position provides lead direction, training, onboarding, and ongoing coaching to payroll staff; administers payroll garnishments; performs complex payroll audits and reconciliations; and supports compliance with federal, state, and District regulations. The Payroll Specialist Lead provides technical guidance and work direction to payroll staff but does not exercise formal supervisory authority. This position serves as the primary backup to the Payroll Coordinator for payroll processing, ACH file administration, payroll tax reporting, retirement reporting, and deferred compensation reporting.

#### **Essential Functions**

- Serves as the lead technical resource for payroll operations by providing onboarding, training, coaching, and guidance to payroll staff to ensure accuracy, consistency, and compliance with payroll procedures, District policies, and applicable regulations.
- Reviews, audits, and validates payroll data prepared by payroll staff and the Payroll Coordinator, including employee pay, contracts, personnel actions, account coding, timekeeping records, overtime calculations, deductions, leave balances, and funding distributions.
- Processes and administers all payroll garnishments, including child support orders, tax levies, creditor garnishments, bankruptcies, and other court-ordered deductions; maintains required documentation, reconciliations, and communications with employees.
- Verifies contracts, notices of assignment, personnel action requests, pay plans, account coding, pay rates, and other payroll-related records to ensure accuracy and compliance with District requirements.
- Maintains and audits employee payroll records, funding assignments, deductions, and pay plans to ensure proper allocation of payroll expenditures and compliance with the District chart of accounts and USFR requirements.
- Interfaces and audits timekeeping and payroll systems to ensure accurate transfer and processing of employee time and attendance data.
- Reviews payroll calculations, including regular pay, overtime, blended overtime, stipends, supplemental pay, deductions, and benefit contributions to ensure accuracy prior to payroll processing.
- Performs payroll reconciliations, wage and hour reviews, compliance monitoring, and internal audits to identify, research, and resolve discrepancies.
- Processes employment verifications and responds to payroll-related inquiries from employees, administrators, financial institutions, auditors, retirement systems, government agencies, and other authorized parties.
- Assists with fiscal year-end payroll reconciliations, account balancing, audit preparation, and compliance documentation.
- Serves as the primary backup to the Payroll Coordinator for all payroll processing functions, including payroll calculation and processing, ACH file creation and transmission, payroll tax reporting, retirement reporting, and 403(b)/457(b) reporting.
- Assists in the development, documentation, implementation, and continuous improvement of payroll procedures and internal controls to promote efficiency, accuracy, and regulatory compliance.
- Attends professional development activities and training as required and remains current on payroll laws, regulations, reporting requirements, and Arizona school district payroll practices.
- Performs other duties as assigned.

#### **Training and Experience**

- High School Diploma or equivalent required.
- Associate's Degree in Accounting, Business Administration, Finance, or a related field preferred.

- Minimum five (5) years of payroll processing experience in an Arizona school district environment.
- Demonstrated experience with payroll auditing, payroll compliance, payroll tax reporting, retirement reporting, deferred compensation reporting, and garnishment administration.
- Experience training, mentoring, or providing technical guidance to payroll staff preferred.

### **Knowledge of**

- Current and new USFR accounting codes and Arizona school district payroll practices.
- Federal and state payroll tax laws, reporting requirements, and compliance regulations.
- Payroll garnishment laws and regulations, including child support orders, tax levies, creditor garnishments, and bankruptcy orders.
- Labor laws associated with wage and hour compliance, overtime calculations, and payroll administration.
- Retirement reporting requirements and 403(b)/457(b) reporting processes.
- Payroll accounting, reconciliations, internal controls, and generally accepted accounting principles.
- Automated payroll processing and timekeeping systems.
- General office procedures and recordkeeping practices.

### **Skill In**

- Training, mentoring, and providing technical guidance to payroll staff.
- Reviewing, auditing, reconciling, and validating payroll records and transactions.
- Researching, analyzing, and resolving complex payroll issues.
- Interpreting payroll laws, regulations, policies, and procedures.
- Preparing and reviewing payroll-related reports and documentation.
- Communicating effectively, both verbally and in writing, with employees, administrators, auditors, financial institutions, retirement systems, and government agencies.
- Maintaining confidential and sensitive employee information.
- Using payroll software, spreadsheets, and related computer applications, including Microsoft Word and Excel.
- Working under pressure, managing multiple deadlines, and maintaining a high degree of accuracy and attention to detail.
- Exercising sound judgment and professionalism in handling payroll-related matters.

### **ADA and Other Requirements**

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

### **Sedentary Work**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

*When duties and responsibilities change and develop, this job description will be reviewed and subject to changes of business necessity.*