



## Thompson School District Classified Job Description

**Job Title:** Payroll Specialist **FINAL**  
**Revised Date:** March 2025  
**Work Year:** 260 Days  
**Department:** Financial Services  
**Reports to:** Payroll Manager  
**Benefits include:** Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

### **ABOUT THOMPSON SCHOOL DISTRICT:**

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, three K-8 buildings, sixteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at [tsd.org](https://tsd.org) to learn more.

**SUMMARY:** Assists in performing all tasks involved in processing monthly payroll for approximately 2,500 employees. Processes payroll documents to ensure employees are paid correctly and timely according to federal and state law, collective bargaining agreements, and District policies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintain and update payroll records including personnel files.
- Collect and verify timesheets.
- Calculate payable hours, taxes, and deductions and verify for accuracy.
- Answer employees' questions and concerns regarding payroll.
- Process new employees, promotions, and terminations. Include adding or ending deductions, and calculating final pay and leave.
- Issue statements detailing earnings and deductions.
- Investigate and resolve payroll discrepancies.
- Calculate and track sick leave bank hours and attend monthly committee meetings.
- Administer tax levies, wage garnishments and bankruptcy notices.
- Reconcile voluntary deductions for billing and reports
- Process retirement paperwork; communicate with and provide information to PERA, as necessary
- Assist audit team with annual requests and data searches
- Create templates and batch uploads for extra hours timesheets.
- Complete overpay and leave dock calculations. Create and mail statements to affected employees.
- Perform other duties as assigned.

### **JOB QUALIFICATIONS:**

*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, SKILLS, and ABILITY:**

- Strong knowledge of payroll process and US labor laws.
- Proficiency with Microsoft Office applications including MS Excel.
- Good customer service and communication skills.
- Strong attention to detail.
- Good team player.

**EDUCATION AND TRAINING:**

High school diploma or equivalent and a good understanding of math/accounting.

**EXPERIENCE:**

Previous payroll or accounting experience is preferred.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

Certified Payroll Practitioner preferred.

**SAFETY TO SELF AND OTHERS:**

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your building. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the district are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

*The physical demands described below 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:**

While performing the duties of this job, the employee is regularly required to sit; use hands to handle paperwork; talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel and crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**EQUAL EMPLOYMENT OPPORTUNITY:**

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district

personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.**