



Tolleson Union High School District #214
Payroll Specialist

Purpose

The job of Payroll Specialist is for the purpose of providing support to department activities with specific responsibility for ensuring the accuracy of payroll and payroll-related information; generating payroll checks in accordance with established district, state, and federal requirements; providing up-to date reference materials for review and audit; and maintaining confidential employee records.

Qualifications

Required:

1. High school diploma or General Educational Development diploma (GED).
2. Must possess and maintain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
3. Strong oral and written communication skills.
4. Ability to work cooperatively with faculty and staff.
5. Ability to operate standard office equipment.
6. Must possess computer skills including Word, Excel, and Power Point.
7. Ability to maintain confidential materials and information.
8. Excellent telephone skills.

Preferred:

1. Bilingual in English and Spanish.

Essential Functions

1. Compiles statistical and payroll data from a variety of sources (e.g. time sheets/payroll, salary adjustments, tax deposits, etc.) for the purpose of providing summaries to other personnel, and/or ensuring compliance with established guidelines.
2. Informs other staff and/or outside parties regarding procedural and program requirements for the purpose of administering payroll practices and ensuring compliance with established guidelines.
3. Inputs data for new hires and current employees, utilizing a variety of software systems (e.g. Time Clock Plus, Visions, AESOP, etc.) for the purpose of ensuring accuracy of data and availability of records in compliance with district policy and guidelines.
4. Maintains a variety of payroll information, files and records (e.g. eligibility policies, time sheets, direct deposits, Time Clock Plus reports, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
5. Monitors assigned payroll activities and/or components (e.g. leave time, work location, overtime, W-4 changes, retirement funds, etc.) for the purpose of coordinating activities

and ensuring compliance with established financial, legal and/or administrative requirements.

6. Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
7. Prepares written materials and electronic payroll information (e.g. payroll reports, correspondence, transmittal memos, letters, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
8. Processes payroll related data (e.g. time sheets, withholding information, etc.) for the purpose of updating information, authorizing timely payment and providing input to check generation system.
9. Reconciles payroll account balances (e.g. time sheets, direct deposits, benefits, leave plans, deductions, etc.) for the purpose of maintaining accurate account balances and complying with established guidelines.
10. Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, direct deposit requirements, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
11. Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. salary status, overtime, etc.) for the purpose of ensuring accuracy of records and employee payments.
12. Responds to written and verbal inquiries regarding payroll procedures/processes for the purpose of providing necessary information and/or direction, taking appropriate action and complying with established fiscal guidelines.
13. Supports the Payroll Accounting Manager in completing payroll operations for the purpose of ensuring the timely and accurate payroll generation.
14. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing standard bookkeeping; preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job include: state and federal accounting/bookkeeping guidelines; and utilizing spreadsheet software applications.

ABILITY is required to schedule activities; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related

equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; adapting to changing work priorities; communicating with diverse groups; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and supervising the use of funds. Utilization of resources from other work units may be required to perform the job's functions. There is a continuous opportunity to affect the organization's services.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is regularly required to talk and hear. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Reports to:	Director of Business Services
Terms of Employment:	Twelve-month assignment, full-time
Evaluation:	This position is evaluated annually as outlined in Governing Board Policy
FLSA:	Non-Exempt
Salary:	Support Staff Initial Placement Salary Schedule, Grade 24
Board Approval:	5/28/2024 (Revised)