Payroll Specialist

BAND	GRADE	SUBGRADE	FLSA STATUS
B	3	2	Non-Exempt
			Unaffiliated , Level 3

NATURE OF WORK

Responsible for the proper processing and reporting of the District's payroll data, assisting with compiling payroll statistics and analyzing payroll data, and to work independently on special projects as assigned. .

	TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)	FREQUENCY
1.	Manage workflow to ensure all transactions are processed accurately and timely. Understand proper tax and retirement implications for District benefits and employee deductions. Process accurate and timely quarterly reports. Reconcile bi-monthly payroll data to ensure accuracy and make corrections, if needed. Research and respond to inquiries from District staff on payroll and time reporting issues. If needed, take appropriate action to address problems.	Daily 35%
2.	Analyze payroll information and/or document for the purpose of ensuring accuracy and adherence to District procedures and processes and other compliance requirements. Working knowledge of payroll best practices and strong knowledge of federal, state and retirement regulations. Assist with maintaining payroll records, making pay changes as needed to maintain data accuracy. Properly handle and deal sensitively with confidential matters.	Weekly 35%
3.	Develop and maintain necessary records for accurate and functional operation of the department. Evaluate procedures and processes with current and new technology and make recommendations to improve the department's accuracy and efficiency.	Daily 30%
4.	Ability to act as back up to Payroll Manager during sickness, vacation or change in personnel.	Monthly 10%
6.	Performs other duties of a similar nature or level.	As Required

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department/student.

LEVEL OF DECISIONS

Responsibilities typically require adaptation of procedures, processes, tools, equipment and techniques to meet the specialized requirements of the position.

DIRECTION RECEIVED

Incumbents perform tasks following defined procedures and standards, and deviation from procedures typically requires prior approval.

DIRECTION PROVIDED
Incumbents are typically not responsible for providing formal work direction.

TRAINING AND EXPERIENCE REQUIREMENTS

- Two years college and advanced training in payroll accounting. Post-secondary degree with a business or accounting background preferred; or previous school district experience in a related field..

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- None

KNOWLEDGE REQUIREMENTS

- Programs and operations in assigned area of operation;
- Applicable Federal and State laws and regulations;
- Administrative support principles;
- Customer service principles;
- Training principles;
- Modern office technology;
- Computers and related applications.

SKILL REQUIREMENTS

- Supporting program operations;
- Providing customer service;
- Researching, verifying, and calculating information;
- Conducting standard trainings;
- Providing customer service;
- Preparing reports and maintaining databases;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

CLASSIFICATION HISTORY

DATE	**COMMENT**
September, 2022	Draft prepared by GBS
December, 2025	Reviewed by Executive Director of HR and Director of Finance

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.