

West Orange-Cove CISD			
JOB TITLE:	Payroll Specialist		
REPORTS TO:	Director of Finance	Job Grade:	Admin 6
DEPT./SCHOOL:	Business Office	Service Days:	12 Months
FSLA:	Non-Exempt		

PRIMARY PURPOSE:

The role of the payroll specialist involves the payment of all employees of the district within the framework established by the Board of Trustees.

QUALIFICATIONS:

MINIMUM EDUCATION/CERTIFICATION

High School Diploma or equivalent

SPECIAL KNOWLEDGE/SKILLS

Effective communication and interpersonal skills

Proficiency in use of calculator and office machines

Effective knowledge of payroll/accounting procedures

Proficient ability with computer skills including Microsoft Office Products

MINIMUM EXPERIENCE

Three years of accounting/payroll experience

PERFORMANCE OBJECTIVES:

- demonstrate thoroughness, reliability, and a high degree of accuracy in performing work assignments
- work cooperatively with others and maintain a positive attitude in the work environment
- demonstrate initiative and good judgment in problem-solving and decision-making
- keep informed of and comply with district and State policies, rules and regulations
- accept supervisory direction and strive to improve job skills
- demonstrate tact, courtesy and helpfulness in dealing with staff, students, parents and visitors to the building
- demonstrate professional standards in appearance and personal conduct

ESSENTIAL FUNCTIONS:

- maintain working knowledge of district accounting procedures and account codes
- assume responsibility for all functions relating to preparation of payroll
- prepare appropriate state and federal reports and file said reports in a timely manner
- assist in preparing salary information for budget preparation
- receive, sort and post all time sheets, personnel action forms, etc., from all organizations
- process and verify accuracy of payroll checks

Payroll Specialist

- verify payroll and proofs checks
- process all transactions after completion of payroll processing (i.e., direct deposit, TRS, unemployment, tax deposits)
- perform accounting tasks relating to posting the general ledger after completion of payroll processing
- assume responsibility for all correspondence and phone calls concerning any phase of payroll; maintain current filing record for each employee
- prepare and process W-2's for all employees
- maintain confidentiality of information
- perform other duties as assigned by the supervisor

EQUIPMENT USED:

Computer; printers; Skyward computer software
Calculator; All general office equipment
Copy machine; Fax machine

WORKING CONDITIONS:

Maintain emotional control under stress
Exceedingly busy office environment
Work with frequent interruptions

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties and skills that may be required.

Signature

Date