



**Youngstown City School District  
Payroll Generalist  
Job Description**

**Position:** Payroll Generalist  
**Status:** Exempt Classified  
**Reports to:** Treasurer and/or Designee  
**Salary:** District Salary Schedule Professional II (\$48,500 - \$73,287)  
**Days:** 12 months/260

**Position Summary**

The payroll generalist must maintain a working knowledge of processing payroll including fringe benefits, employment contracts, and state and federal compensation and labor laws, as they apply to public schools. The payroll specialist will ensure accurate processing and recording of District payroll, provide timely and accurate financial information, participate in data entry for payroll processing, and work with other personnel in human resources and the business office to support District personnel functions.

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**Typical Duties**

**May include, but not limited to, the following**

- Process all payrolls and distribute payments (e.g. certified staff, substitutes, timesheets, etc.) in a timely and accurate manner.
- Maintain extensive knowledge of USAS coding; verify and enter proper USAS coding for all payroll expenditures as determined by ODE.
- Process all time sheets/work-time entries for each payroll period in a timely manner, to include calculating, verifying, and data entry; communicate with the Assistant Superintendent of Human Resources regarding discrepancies, procedural concerns, and wage and hour concerns; research discrepancies of payroll information and/or documentation (e.g. time sheets, leave time entries, salary, stipends, FMLA, etc.); communicate with the Assistant Superintendent of Human Resources to develop and monitor methods (time sheets, time clock, etc.) of collecting and recording time and attendance.

- Reconcile payroll withholding/deduction checks to billing and make timely monthly payments to insurance companies, government agencies and annuity companies.
- Complete and file timely payroll returns and reports as required by IRS, SSA, SERS, STRS and all other agencies of local, state or federal government.
- Process all garnishments received in a confidential manner; ensure all deadlines are followed; proper withholdings are made, and amounts of deductions meet state and federal guidelines.
- Maintains records and files, which adequately document payroll activities (e.g. time sheets, extra duty sheets, payoff sheets, I-9, W-2, W-4).
- Accurately reflects all taxable income (salary, transportation, imputed income, perks, etc.) in employee compensation.
- Collect, record, and process all required Federal and State documents (e.g. W-2,W-4, etc.)
- Submit payments in a timely manner for uploading data to the bank.
- Set up new employees in the payroll system and/or delete employees upon termination once they have been approved by the board and documentation has been approved; assist with employee onboarding processes.
- Upon proper authorization, set up and maintain deductions, fringes, annuities, etc. in the system as approved by the Board and the State Department of Education (SDE); coordinate with other office personnel for insurance and federal program entries.
- Respond to all employee inquiries related to payroll with a customer-focused demeanor.
- Compile statistical and payroll data from a variety of sources (e.g. timesheets/payroll, salary adjustments, deductions, benefits, leave balances, etc.) for the purpose of providing summaries to other personnel and/or ensuring compliance with established guidelines.
- Monitor leave requests for accuracy and compliance; reconcile electronic leave requests with time worked entries.
- Assist with audit preparation, as needed; assist with income verifications, as needed.

The duties and responsibilities of the Payroll Generalist/Employee shall include those outlined above and any other assigned by CFO/Treasurer which is pertinent to the job.

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## **Qualifications**

- Strong proficiency in English composition, grammar, spelling and punctuation
- Efficiency in planning and time management
- Minimum two years payroll experience or relevant experience
- Record keeping procedures
- Competency in various computer software packages, including: Google Applications (G-Suite including Google Drive, Google Docs, Google Sheets, etc ) / Microsoft Office Suite (PowerPoint, Excel Word, etc.), and Adobe packages

## **Education/Degrees:**

Must have a high school diploma or equivalence; an Associate's Degree or higher is preferred.

**Experience:**

Two or more years experience of actual work in an environment that requires a high level of confidentiality; preferably in an educational setting.

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**Key Skills and Personal Characteristics**

Excellent written, oral, and organizational skills. Ability to work independently, problem-solve, and be creative. Willingness to work with diverse populations and in community environments. Extensive computer experience, including word processing, and various K-12 software packages.

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**Working Conditions**

- Generally, the job requires 80% sitting, 10% walking, and 10% standing.
- Requires fine finger dexterity to use office equipment, office technology, and maintain accurate filing systems.
- Must regularly lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 50 pounds.
- May experience constant interruptions, inflexible deadlines, and changes to normal routines; ability to work a flexible schedule as needed to meet production deadlines; ability to use problem-solving and analytical skills to identify concerns and solutions with data, software, and procedures; must complete a high volume of computer use and input a high volume of data with speed and accuracy, including confidential data.
- Ability to communicate and coordinate with a diverse range of personnel (e.g. support staff, administrators, co-workers); must maintain strict confidentiality.

**The Youngstown City School District is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.**

**This Job Description is not a complete statement of all duties and responsibilities comprising the position. Signing this form indicates that you understand the job requirements and are willing and able to perform the duties as assigned.**

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_