

**JOB DESCRIPTION – PAYROLL SPECIALIST**

Title: **Payroll Specialist**

Reports To: Treasurer and Assistant Treasurer

Employment Status: Full Time

FLSA Status: Non-Exempt

Qualifications:

1. A minimum associate's degree in finance, accounting, or related field preferred. Equivalent experience will be reviewed.
2. At least three years of experience in finance, accounting, or related field in a school setting preferred.
3. Possess strong organizational skills and the ability to work in a fast-paced environment.
4. Possess intermediate to advanced computer skills including, but not limited to, Microsoft Office (Word, Excel) and Uniform School Payroll System (USPS).
5. Able to work collaboratively with and demonstrate a willingness to positively help staff, administrators, and the public while maintaining confidentiality.
6. Alternatives to the above qualifications as the Board of Education may find appropriate.

General Description:

Is responsible for assisting the Head Payroll Specialist with processing regular and special district payroll operations.

Essential Functions:

1. Maintains confidential payroll files on all employees in the district.
2. Processes payroll and time sheets district wide, with balancing and uploading the information each pay, processes enrollment forms from employees on all payroll related withholdings, fringe benefits, and makes related changes in the computer system on a timely basis.
3. Works collaboratively on collecting and maintaining leave forms, official records, and/or appropriate documentation for sick leave, personal leave, vacation leave, and other types of absences and accruals, as well as coordinates the timely processing of all types of absences.
4. Computes pay of classified/certified employees and prepares checks and related reports.
5. Verifies employee salaries/wages as approved by the Board of Education, including supplemental pay and other applicable approved types of payment.
6. Processes verification of employment forms as requested by/on behalf of employees.
7. Prepares and files all payroll related reports with the corresponding Retirement Systems, as well as other payroll related reports, as needed.

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8. Works with administration and other staff to develop and/or update current policies, procedures, and internal control systems for all payroll and benefits functions performed in the Chief Financial Officer's/Treasurer's Office (including form development, automation, and revisions).
9. Assists in training district personnel in payroll department policies, procedures, new computerized payroll enhancements for an accurate and efficient district payroll operation.
10. Distributes all salary and fringe benefits to the appropriate funds and budgetary accounts.
11. Performs periodic audits of the payroll system to ensure accuracy of the calculation of and placement on the appropriate salary steps.
12. Reviews all applicable severance payoffs as needed.
13. Provides information as needed regarding unemployment verification forms, separation of employment requests, etc.
14. Provides information as needed regarding SERS and STRS contributions.
15. Handles information inquiries from district employees regarding a wide variety of payroll related areas.
16. Carries out all assignments in a professional manner and maintains a high standard of professionalism and ethics in all work performed.
17. Has occasional interaction with hostile and/or aggressive individuals.
18. Other duties as assigned by the Chief Financial Officer/Treasurer or her/his designee.

### Additional Working Conditions:

1. Occasional operation of a vehicle under inclement weather conditions.
2. Occasional interaction among unruly children.

**ADOPTED: TBD**