

BEAVERCREEK CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	PAYROLL SPECIALIST	File 202
Reports to:	Assistant Treasurer, Treasurer/CFO	
Job Objectives:	Performs timely processing of payroll transactions.	
Minimum Qualifications:	<p>High school diploma. Post-secondary training is desirable.</p> <p>Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</p> <p>Documented evidence of a clear criminal record.</p> <p>Proficient in office protocol and the use of business equipment.</p> <p>Proficient in data entry, spelling, proofreading, and the correct use of grammar.</p> <p>Proficient in the use of personal computing software including word processing, spreadsheet and data base applications.</p> <p>Basic understanding of Uniform School Accounting System, (USAS), and Uniform School Payroll System, (USPS).</p> <p>Ability to be attentive to detail and able to perform repetitive tasks with accuracy.</p> <p>General understanding of internal control system(s).</p> <p>Multitasking ability and strong interpersonal skills.</p>	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations.</p> <p>Reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <p>Performs administrative support functions that require independent judgment and discretion.</p> <p>Organizes financial data required to keep the Assistant Treasurer and Treasurer/CFO informed of pertinent issues.</p> <p>Organizes and maintains a functional filing system that ensures the safe retention of office records.</p> <p>Keeps materials properly filed to maintain an orderly office.</p> <p>Upholds board policies and follows administrative procedures.</p> <p>Accounts for and manages all payroll processes for classified/certified staff within the district.</p> <p>Properly interprets negotiated agreements as they pertain to payroll including salaries, wage rates and benefits.</p> <p>Assists district staff with questions regarding pay and benefit issues.</p> <p>Prepares and distributes health, dental and life insurance reports and deduction checks.</p> <p>Refers inquiries requiring policy interpretation to administrative staff.</p> <p>Types correspondence, memos, and other office documents.</p> <p>Respects personal privacy. Maintains the confidentiality of privileged information.</p> <p>Maintains authorization forms for payroll deduction (e.g., tax withholdings, insurance payments, retirement contributions, etc.).</p> <p>Processes the payroll. Verifies time sheets/payroll data. Calculates gross wages.</p> <p>Reconciles payroll records each pay period.</p>	

Distributes paychecks or direct deposit confirmations forms as directed.
 Maintains payroll records for all monthly, quarterly, and annual reports. Verifies the timely payment of payroll taxes and the completion of all required reports.
 Prepares employee W-2 forms.
 Prepares School Employees Retirement System/State Teacher Retirement System reports.
 Processes forms for retirement or end of employment.
 Verifies employment for authorized inquiries (e.g., loan applications, etc.).
 Keeps current with current payroll processes and procedures.
 Keeps current with updates/changes in technology and office related software.
 Participates in staff meetings and professional growth activities as directed.
 Performs other specific job-related duties as directed.

**Abilities
Required:**

The following aptitudes and physical skills are essential for the successful performance of assigned duties.

Demonstrates professionalism and maintains a positive work attitude.
 Takes the initiative to identify and solve problems independently.
 Works cooperatively to support a successful team effort.
 Communicates effectively using verbal, nonverbal, and writing skills.
 Reacts productively to interruptions and changing conditions.
 Operates office equipment efficiently and accurately.
 Lifts, carries, and/or moves office supplies and equipment.
 Maintains an acceptable attendance record and is punctual.
 Travels to meetings and work assignments.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Potential for exposure to blood borne pathogens and communicable diseases.
 Potential for interaction with disruptive and/or unruly individuals.
 Exposure to adverse weather conditions and seasonal temperature extremes.
 Duties may require operating and/or riding in a vehicle.
 Duties may require prolonged use of a computer keyboard and monitor.
 Duties may require detailed paperwork.
 Duties may require working under time constraints to meet deadlines.
 Duties may require working during the evening and /or weekend.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Beaver Creek City School District Board of Education.

The Beaver Creek City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, 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.