

JOB DESCRIPTION

POSITION TITLE: Payroll Specialist	REPORTS TO: Finance Director
WORK DAYS: 240 days per year	PAY FREQUENCY: Monthly
SALARY SCHEDULE: Local Salary Schedule	JOB CODE: 466
FLSA: Exempt	LOCATION: Central Office
PRIMARY FUNCTION: Provides support to Finance Department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, timesheets, and spreadsheets; responds to inquiries and requests for data and reports; provides timely and accurate payroll production.	

REQUIRED QUALIFICATIONS:**Minimum Education:**

High School Diploma (GED or High School Equivalence Certificate)
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Minimum Experience:

Minimum of three years of payroll system experience.
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Preferred Knowledge, Skills, & Abilities:

<ul style="list-style-type: none"> • Effective written and oral communication • Organizational, interpersonal and leadership skills • Computer competence • Microsoft Office Suite; Proficient in Excel • Google-based platforms • State payroll knowledge 	<ul style="list-style-type: none"> • CPI Reporting • Problem-solving skills • Mathematical competency (calculations, fractions, percentages and ratios) • Ability to prioritize work, multitask and remain motivated and positive • Accurate, efficient and detail-oriented
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THE BOARD OF EDUCATION AND THE SUPERINTENDENT MAY ACCEPT ALTERNATIVES TO SOME OF THE ABOVE REQUIREMENTS.

ESSENTIAL DUTIES AND TASKS:

<ul style="list-style-type: none"> • Demonstrates prompt and regular attendance • Exhibits professionalism • Demonstrates business telephone and email etiquette with employees and vendors • Maintains confidentiality at all times • Meets all deadlines and due dates • Prepares and maintain accurate records • Follows recordkeeping and record retention practices • Understands and applies principles and practices of payroll preparation, monitoring and control • Uses applicable payroll software
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ESSENTIAL DUTIES AND TASKS CONTINUED:

<ul style="list-style-type: none"> • Understand job-related codes and correctly matching with employees • Reads, interprets, explains and follows state laws, rules, regulations, policies, and procedures • Makes vendor payments related to payroll
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- Prepares and files monthly, quarterly, and yearly taxes
- Prepares employee W-2s
- Completes ACA reporting
- Assists with Workers Compensation audit and year-end audit
- Completes employment verifications
- Maintains TRS Desktop
- Enters employee benefits and prepares and files monthly retirement and benefits reports
- Prepares and file district-wide CPI in October, March, and July
- Communicates updates and issues to the Finance Director
- Performs additional duties as necessary for the effectiveness of the department or as assigned

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position, work days are generally Monday through Friday, 7:30 am to 3:30 pm. Occasional evening and weekend work may be required as job duties demand.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands, handle or feel; and reach with hands and arms. Routine physical activities required to fulfill job responsibilities; able to lift a maximum of 20 pounds.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.