

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)

Minimum Experience:

Minimum of three years of payroll system experience.

Preferred Knowledge, Skills, & Abilities:

<ul style="list-style-type: none">Effective written and oral communicationOrganizational, interpersonal and leadership skillsComputer competenceMicrosoft Office Suite; Proficient in ExcelGoogle-based platformsState payroll knowledge	<ul style="list-style-type: none">CPI ReportingProblem-solving skillsMathematical competency (calculations, fractions, percentages and ratios)Ability to prioritize work, multitask and remain motivated and positiveAccurate, 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 attendanceExhibits professionalismDemonstrates business telephone and email etiquette with employees and vendorsMaintains confidentiality at all timesMeets all deadlines and due datesPrepares and maintain accurate recordsFollows recordkeeping and record retention practicesUnderstands and applies principles and practices of payroll preparation, monitoring and controlUses 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 employeesReads, interprets, explains and follows state laws, rules, regulations, policies, and proceduresMakes 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.