

Job Title: **Payroll Specialist**
 Job Family: **Finance/Payroll**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **1002**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G 23**

SUMMARY: Responsible for the accurate administration of payroll processing that complies with Federal and State laws, negotiated agreements and district policy. This position prepares and processes monthly payroll for the district with duties including but not limited to reviewing timesheets, tracking/processing garnishments, voluntary benefits as well as other payroll deductions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Receive and respond to payroll, salary and benefits related inquiries using discretion and effective oral and written communication with employees, students and outside agencies. Answer questions concerning labor and benefits reporting. Provide support, training and resources for district employees who submit payroll and have concerns and questions regarding pay practices addressed in master agreements.	D	25%
2. Responsible for maintaining proper documentation within all payroll files of active and terminated employees in accordance with Federal, State and District requirements.	W	5%
3. Compile, review, code, research as necessary, and enter all supplemental timesheets, pay sheets, class coverage, sub custodian, building use and shift differential forms into PeopleSoft. Coordinate with District staff regarding discrepancies.	M	20%
4. Download and analyze data from multiple sources in order to complete final review of payroll inputs and coordinate with Human Resources on necessary adjustments.	W	6%
5. Run reports, reconcile, balance and requisition payments of all medical, dental, vision and life insurance. Run, sort and distribute labor reports. Follow up with Human Resources on discrepancies and respond to verbal and written inquiries from vendors.	M	15%
6. Maintain changes and corrections to employee tax withholdings and bank options, and work with the District's bank when employee's direct deposit is returned account closed or account number incorrect. Communicate with employees for confirmation of submitted forms as needed.	M	8%
7. Receive and prepare requests for written verifications of employment, loan forgiveness applications, HUD forms and garnishment verification forms. Respond to phone requests for employment information on current and former employees. Complete and submit PERA Six-Month Salary forms, PERA Refund Request forms, Adams 12 Five Star Schools Classified Service Credit Worksheets and unemployment benefit wage audits.	D	9%
8. Compile, enter and verify entry for changes to and newly established TSA accounts as requested by employees. Reconcile, upload and remit payments to vendors for tax sheltered annuities.	W	6%
9. Enter and maintain garnishments of pay for employee child support, bankruptcies, liens, etc. Send letters to employees and creditors notifying that garnishment has been received and when it will take effect. Verify accurate deduction prior to final calculation of payroll. After payroll, reconcile with general ledger, verify final calculations and submit requests for payment. Mail checks and documentation to creditors.	M	5%
10. Perform other job-related duties as assigned	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of 3 years experience in payroll processing.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Payroll certification preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong interpersonal relations skills.
- Strong customer service and public relations skills.
- Critical thinking and problem solving skills.
- Intermediate accounting and math skills and ability to perform salary/payout calculations.
- Attention to detail
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with Microsoft Office Suite.
- Operating knowledge of and experience with ten-key adding machine.
- Operating knowledge of PeopleSoft preferred, required within 4 weeks after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Payroll Manager	080527

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize	X			
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	