

Job Description

Job Title: **Payroll Specialist**
 Job Family: **Human Resources/Payroll**
 Pay Program: **Classified**
 Prepared/Revised Date: **August 8, 2005**

Job Code: **1002**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 23**
 Typical Work Year: **12 months**

SUMMARY: Responsible for input and verification of data to support the timely payroll for District employees. Specific duties include responding to payroll inquiries; supporting District employees who submit payroll; training the Student Aide; remitting payments for tax sheltered annuities and savings bonds; maintaining changes to employee tax withholdings and bank options; resolving direct deposit issues; entering journal entries; completing various forms; backing-up payroll manual checks; entering time and leaves into the PC system; requisitioning insurance payments; performing final review of payroll; processing garnishments; and remitting payments 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 pay-related inquiries using discretion and effective oral and written communication with employees, students and outside agencies.	D	16%
2. Enter supplemental time sheets and leaves of absences and record sick bank in the PC system.	M	15%
3. Reconcile, balance and requisition payment of all medical, dental, vision and life insurance.	M	15%
4. Perform final review of payroll data related to salary, and coordinate with Human Resources on various corrections and changes for final calculation of payroll.	M	9%
5. Provide resource, support and training for District employees who submit payroll and have concerns and questions regarding pay practices addressed in master agreements.	D	6%
6. Enter, verify entry, and remit payments for tax sheltered annuities and savings bonds.	W	6%
7. 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.	W	6%
8. Perform various weekly payroll duties, including entering journal entries, setting up new salary and benefit account numbers, distributing labor and benefit reports, answering questions concerning labor and benefits, running queries in PeopleSoft and researching and reconciling paraprofessional hours.	W	6%
9. Complete and submit various forms including PERA Six-Month Salary forms, PERA Refund Request forms, District 12 Classified Service Credit Worksheets and Verification of Employment forms.	W	4%
10. Enter and maintain current garnishments of pay for employee child support, bankruptcies, liens, etc.	M	4%
11. Remit payments for various general payroll deductions taken from paychecks.	M	4%
12. Perform other job-related duties as assigned, including, but not limited to, train and instruct student aide; back-up supervisor for calculation of manual checks, etc.	Ongoing	9%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

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

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.

- Basic accounting and math skills.
- 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, Superintendent 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, Summit Financial System and Star Mail preferred; required within 3 months 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.		

- Responsible for training and instructing the Student Aide assigned to the department through the Cooperative Business Course.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for entering journal entries related to payroll transactions.

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	