

Job Title:	PAYROLL SPECIALIST	Reports to:	Business Manager
FLSA status:	Non- Exempt	Supervisor duties:	None
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	The payroll specialist is primarily responsible for processing payroll and maintaining the employee database regarding pay and leave. Other duties include assisting in managing the company budget and expense as well as cooperating with different departments to increase payroll service performance and improve upon the payroll system.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assume prime responsibility in the processing of the payroll for all employees, including computer processing and file managing.
- Receive and compute all payrolls, making deductions for income tax, retirement, tax-sheltered annuities, and like deductions.
- Maintain records covering all deductions, preparing reports and checks for proper agencies, and reconcile all billings except for medical and life.
- Prepare and reconcile all tax forms relating to payroll matters.
- Maintains various payroll information (e.g. pay rates and records, leave records, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors employee status (e.g. leave time, work location etc.) for the purpose of ensuring accurate distribution of funds and payroll.
- Processes payroll information (e.g. electronic pay records, time cards, withholding information, etc.) for the purpose of updating information and/or authorizing timely payment.
- Maintain electronic web based Time Clock system (e.g. Employee set-up, maintaining users. Maintaining jobs, exporting of payroll and leave records into payroll accounting software.).
- Electronic substitute system (Exporting of substitute time and teacher leave into payroll accounting software).
- Prepares and submits timely deduction payments without penalty.
- Provide trainings and support for schools/departments and employees regarding payroll issues.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Other Duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Wide range of clerical experience and experience in all aspects of the payroll process (school accounting is preferred).
- Skills to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations.
- Must have courteous telephone manners, the ability to communicate effectively with school personnel, good work attitude with a positive and pleasant disposition.
- Knowledge or training in payroll procedures of a public school including entry and accounting.
- Ability to sit for prolonged periods, understand and carry out oral and written instructions.
- Ability to maintain confidentiality of information.
- Ability to maintain a positive working relationship with employees to promote a quality of service image.
- Ability to work under pressure and meet strict deadlines.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma, Associate or Bachelor’s Degree in Accounting or related field preferred

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.