

Payroll Specialist

Purpose Statement

The job of Payroll Specialist is done for the purpose of providing support to department activities with specific responsibility for processing all phases of payroll; responding to complex and unusual payroll problems and computational questions; ensuring compliance with mandated requirements; and maintaining confidential employee records.

This job reports to Assigned Supervisor

Essential Functions

- Acts as a primary source of information for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices.
- Assists external auditors for the purpose of providing supporting documentation and/or information on internal processes required for audit.
- Audits payroll for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Authorizes monthly payments to insurance companies for the purpose maintaining insurance coverage for employees and dependents.
- Communicates with District department staff (e.g. coordinating payroll and employee benefits, resolving negative paychecks, etc.) for the purpose of providing necessary oversight and accuracy of District payroll processes.
- Computes District payrolls for the purpose of maintaining deduction records in compliance with all Federal, state and local regulations.
- Develops formats (e.g. coordinates the preparation and maintenance of master employee records, etc.) for the purpose of providing required historical documentation and accurate payroll processing.
- Implements independent, technical, confidential, and complex payroll processes for the purpose of ensuring accuracy, timeliness, and compliance with all District, state, and federal regulations.
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of accurately processing payroll transactions.
- Manages retirement systems processes for the purpose of ensuring accurate and timely reporting.
- Manages processes for health and welfare coverage for the purpose of ensuring timely and accurate monthly payments.
- Monitors Human Resource documents for the purpose of ensuring accuracy of payment to new and continuing employees and ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.

- Provides technical, analytical and problem-solving guidance to school employees, sites, and various departments for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Reconciles payroll account balances and health and welfare documentation for the purpose of maintaining accurate account and spreadsheet balances and complying with established guidelines.
- Researches discrepancies and needed revisions of payroll information and/or documentation for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Resolves discrepancies with payroll, health and welfare coverage, and documentation for the purpose of ensuring accuracy of records and employee payments.
- Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, supplemental savings contributions, direct deposits, rapid pay cards, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; developing effective working relationships; analyzing budgets; analyzing data; applying assessment instruments; auditing financial reports; classifying data and/or information; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: policies and procedures involved in preparation, verification, maintenance and processing of District payrolls; personnel processes; pertinent codes, policies, regulations and/or laws relating to payroll; principles of accounting, bookkeeping, and financial record-keeping; District organization, operations, policies and objectives; District and County payroll procedures; applicable sections of State Education Code and other applicable laws; and technical aspects of field specialty.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; maintaining confidentiality; displaying accuracy and attention to detail; adapting to changing work priorities; analyzing issues and determining appropriate course of action; displaying tact and courtesy; multitasking; organizing tasks; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: somelifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Four years of technical/advanced clerical experience including bookkeeping and/or accounting experience. Experience with automatic payroll systems and college level coursework preferred.

Education (Minimum): High school diploma or equivalent.

Required Testing

Job-Related Skills Proficiency Test

Continuing Educ. / Training

Maintain Certifications and/or Licenses

District Mandated Training

Certificates and Licenses

None Required

Clearances

Criminal Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 24