

PAYROLL SPECIALIST**Job Summary**

Under the direction of the Director of Fiscal Services, the Payroll Specialist prepares the district payroll and maintains personnel records of all district and federal program personnel; performs other duties as assigned.

Qualifications:**Required:**

- Completion of high school diploma or GED, supplemented by courses in bookkeeping and business practices.
- Two or more years of payroll or other mathematical or record-keeping experience.
- Any comparable combination of experience, education, and proven ability or potential.

Desirable:

- Previous experience in a public school system or institute of higher education.

Knowledge and Ability:

1. Ability to tactfully answer questions pertaining to payroll.
2. Ability to manage and prioritize multiple tasks.
3. Ability to establish and maintain effective working relationships with others.
4. Ability to follow oral and written directions and specific rules, regulations and processes, and apply them to a variety of situations.
5. Ability to compile data into appropriate reports.
6. Ability to proof numerical data and compare names and numbers rapidly and accurately.
7. Ability to use computer applications in the performance of record keeping duties.
8. Ability to perform arithmetical calculations with speed and accuracy.
9. Knowledge of current payroll and accounting processes and techniques; knowledge of the functions of a business office and its services.
10. Ability to assign duties, review completed work and train clerical assistants.

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Computes earnings and determines accounts to be charged on payroll.
2. Balances payroll sheets and summarizes accounts charged.
3. Performs mathematical calculations with speed and accuracy.
4. Provide excellent customer service to staff and outside agencies regarding payroll and benefit matters.
5. Process records as it relates to Public Employee's Retirement System (PERS) and/or State Teacher's Retirement System (STRS).
6. Coordinates with HR in planning and administering employee fringe benefits (active, retired and separated) to include medical, dental, vision, life and disability insurance, tax sheltered annuities, and Section 125 plan.
7. Assembles time cards, payroll deduction forms and all other data preliminary to the preparation of the district payroll.
8. Monitors and maintains maintenance and accuracy of payroll records and files
9. Computes all payroll deductions including but not limited to mandated and/or voluntary deductions and all other payroll functions as necessary.
10. May be required to travel between the county office and district office transporting payroll and/or warrants.
11. Attends workshops, conferences, meetings and seminars in areas of payroll and insurance functions.
12. Performs other related duties as assigned.

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Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results.
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter.
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone.
7. Physical ability to lift, bend, stoop, and to reach overhead.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.