



JOB TITLE	DEPARTMENT	REPORTS TO
Payroll Specialist	Business Services	Coordinator of Payroll

Position No: 75097	Length of Work Year: 12 Months
Salary Schedule: C23	Date Approved: 7/1/21
FSLA: Non-exempt	Date Revised:

JOB GOAL
Under the supervision of the Coordinator of Payroll, prepare and maintain accurate payroll for all district instructional and non-instructional personnel.

MINIMUM QUALIFICATIONS

1. AA degree or significant relevant experience.
2. 3 years of verifiable experience in the area of payroll, bookkeeping, or accounting.
3. Knowledge of data entry and computer operation.
4. Knowledge of computer software such as Microsoft Excel, Word, and Windows software programs.
5. Attention to detail and accuracy of work.
6. Excellent communication skills both verbal and written.
7. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. Analyze, review, calculate, and prepare employee records for payroll processing.
2. Analyze and audit employee payroll system to ensure compliance with Board policies and procedures with applicable laws.
3. Accurately process instructional, non-instructional, administrator, and substitute payroll semimonthly.
4. Analyze, review, calculate and process overtime payments, stipends, and additional work each payroll.
5. Calculate daily and hourly rate of pay for each position according to adopted salary schedule.
6. Ensures accurate distribution of pay checks and check stubs as needed.
7. Calculate terminal pay amounts on terminating employees.
8. Accurately process all aspects of summer payrolls including summer school and summer programs.
9. Accurately assign deduction and benefit codes to employees pay records.
10. Accurately change employees direct deposit information upon request.
11. Update employee's records in computer system when employee status change.
12. Communicate with internal and external customers in the resolution of payroll issues.
13. Communicate with administrators and secretaries on appropriate payroll procedures.
14. Coordinates training of new staff members on payroll procedures.
15. Research, develop, and prepare reports as required.
16. Ability to work independently to carry out assignments to completion.
17. Maintain, process, and track employees leave history including monitoring for compliance with district policy and state statute.
18. Provides information to auditors during audits.
19. Analyze and researches problems and outlines possible solutions.
20. Prepare various forms and documentation upon request, for state and local agencies on behalf of the employee.
21. Electronically file payrolls, supporting documents, and other payroll related data as directed by the supervisor.
22. Performs assigned tasks in a timely and efficient manner.

Reviewed:

- 23. Performs assigned tasks with a high standard of quality.
- 24. Performs other duties as assigned by supervisor.

PHYSICAL DEMAND CLASS

Sedentary Light (SL) Occasional lifting and carrying of objects weighing 10 pounds or less; Infrequent lifting and carrying of objects weighing 11-20 pounds; Occasional walking and/or standing may be required.