

## **Payroll Specialist**

### **Purpose Statement**

The job of Payroll Specialist is done for the purpose/s of providing support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and/or requests for data and/or reports; providing timely and accurate payroll production; and directing assigned employees.

This job reports to Executive Director of Support Services

### **Essential Functions**

- Assists auditors and Superintendent (e.g. verifying funds that have been received by District; investing district funds and recording all investment transactions, etc.) for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Authorizes monthly payments to insurance companies for the purpose of ensuring ongoing insurance coverage for employees and their families.
- Compiles statistical and payroll data from a variety of sources (e.g. time sheets/payroll, salary adjustments, tax deposits, etc.) for the purpose of providing summaries to other personnel, and/or ensuring compliance with established guidelines.
- Confers with a variety of internal and external parties (city/state/federal agencies, etc.) for the purpose of ensuring the accurate payroll processing.
- Coordinates the payroll process with other departments and sites (e.g. processing of payroll expenditures; processing and maintenance of all insurance benefits for district employees; preparation and filing of all required payroll benefits reports (Form 941,W-2, PSTRS/PEERS; preparation of employees' Section 125/IRS, etc.) for the purpose of delivering services in compliance with established guidelines.
- Maintains a wide variety of payroll information (e.g. leave time, vacation time, ACA data in software; updates on all personnel records as related to payroll, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors assigned payroll activities and/or program components for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other duties as assigned (e.g. research of current laws, regulations, technological advances related to payroll; needed changes to procedures, compliance and/or processes; communications to district staff regarding changes in compliance and procedures; signage of checks issued for disbursement of funds; duties as Foundation treasurer; duties as treasurer for Board secretary, etc.) for the purpose of accurate completion of procedures and processes to ensure accuracy and compliance within the work unit.
- Performs other related duties in conjunction with another payroll specialist, as assigned (e.g. maintenance of ACA data; submission of new EE information to Missouri Department of Social Services; responsibility as AESOP administrator and Veritime administrator; monthly tracking of timesheets;, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.

- Prepares a variety of payroll related documents (e.g. invoices for overpayments, retirement plan transfers, payroll register, stop payments, W-2 controls, worker's compensation checks, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a wide variety of payroll documents and materials (e.g. time sheets, withholding information, COBRA, employee contributions, etc.) for the purpose of disseminating information to appropriate parties.
- Reconciles payroll account balances (e.g. time sheets, direct deposits, wage attachments, benefits, etc.) for the purpose of maintaining accurate account balances and complying with established guidelines.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, savings, contributions, direct deposits, vacation time, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.
- Reviews payroll and a variety of insurance-related information (e.g. payroll reports, medical / dental / vision / disability billing forms, carrier forms, Cobra requirements, etc.) for the purpose of ensuring accuracy of payroll and insurance records.

#### **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: preparing and maintaining accurate records; using pertinent software applications; analyzing budgets; analyzing data; applying assessment instruments; classifying data and/or information; customer service; and performing standard bookkeeping.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll preparation, monitoring and control; labor contracts and their impact on payroll; State Education Codes and other applicable laws; accounting/bookkeeping principles; business telephone etiquette; codes/laws/rules/regulations/policies; keyboarding; office application software; and recordkeeping and record retention practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; 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 a variety of data; and utilize job-related equipment. Problem solving is required to analyze 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; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; accuracy and attention to detail; adapting to changing work priorities; dealing with frequent interruptions; and working with detailed information/data.

##### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some 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: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing**

Alcohol and Drug Test

**Continuing Educ. / Training**

Continuing Education Requirements  
Maintains Certificates and/or Licenses

**Certificates and Licenses**

Driver's License & Evidence of Insurability

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

N Payroll