

PAYROLL SPECIALISTJob Summary

Under the direction of the Chief Business Officer, 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:

- Two or more years of payroll or other mathematical or record-keeping experience.
- Completion of at least high school, supplemented by courses in bookkeeping and business practices.
- 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. Works cooperatively with other staff, district personnel as well as the public.
5. Process records for Public Employee's Retirement System (PERS) and/or State Teacher's Retirement System (STRS).
6. Maintains, processes and submits insurance data in an accurate and timely manner for active or retired employees.
7. Assembles time cards, payroll deduction forms and all other data preliminary to the preparation of the district payroll.
8. Maintains payroll-personnel cards and files including the posting of sick leave and vacation.
9. Maintain life insurance and eligibility for coverage.
10. Computes all payroll deductions including those for retirement, union dues, tax sheltered annuities, credit union, withholding taxes, and insurance.
11. May be required to travel between the county office and district office transporting payroll and/or warrants.
12. Attends workshops, conferences, meetings and seminars in areas of payroll and insurance functions.

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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.