

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

**TITLE: PAYROLL SPECIALIST**

**QUALIFICATIONS:**

1. Education – Bachelor’s Degree or experience in related field
2. Certification of Licensure – None required
3. Experience desired – At least two (2) years experience in bookkeeping, accounting, and payroll assignments involving advanced record keeping (directly related business school or college courses may be substituted equally for up to six (6) months experience; OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the function of a Payroll Coordinator).
4. Requirements – Must successfully pass a background check that is satisfactory to the Board of Education. Excellent organizational skills, oral, and written skills, time management, good attendance record and telephone skills. Computer knowledge and the ability to communicate effectively. Good work attitude with a positive and pleasant disposition. Proficient in keyboarding, 10 key & Microsoft Office.
5. Ability to maintain confidentiality.
6. **Payroll Specialist I:** Experience or Bachelor’s Degree  
**Payroll Specialist II:** Master’s Degree or above in related field

REPORTS TO: Chief Financial Officer

JOB GOAL: The payroll specialist position requires an individual to accurately produce the District’s payroll on a monthly basis in accordance with State and Federal Laws and District Policies and Procedures.

**PERFORMANCE RESPONSIBILITIES:**

1. Process monthly payroll entries.
2. Manage monthly disbursement of payroll, including garnishments and taxes for school district employees consistent with federal and state wage and hour laws.
3. Assist with setup & maintenance of employee work records.
4. Assists with absences/comp time entries on district time clock.
5. Audit and disburse W-2’s annually.
6. Verbal and written verifications of employment.
7. Review time clock for accuracy.
8. Partner with Human Resources/Benefits regarding timesheet recording and overtime compensation for employees.
9. Assists CFO with verifying accuracy of employee assignments and account codes being charged.
10. Assists Human Resources in managing the Absence Management Program.
11. Assists the Benefits Specialist with the accuracy and distribution of benefits.
12. Report and manage retirement through OASIS.
13. Assists in other duties at the request of the Superintendent or Chief Financial Officer.

PHYSICAL DEMANDS: Requires some lifting of files and storage containers

TERMS OF EMPLOYMENT: 12 months as per school board policy GDBDA

TYPE OF POSITION: Exempt

EVALUATION: Annually by Chief Financial Officer

PAYSCALE: Classified Exempt

APPROVED BY SCHOOL BOARD: June 24, 2021