

27J SCHOOLS
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Payroll Specialist
Date Prepared or Last Modified: November 1, 2017, Reviewed December 2020
Work Year: 12 Months
Department: Finance Department
Reports To: Payroll Manager

SUMMARY Administer professional, technical and analytical work related to the implementation of Payroll Processing to include: Manage all district payroll functions; audit calculation of salary changes, processing and authorize corrections to the computerized payroll accounting, verifies and distributes paychecks, prepares remittance of payroll liabilities. Research state and federal laws as they apply to governmental accounting, prepare and review governmental reports such as W-2's, 941's, and Unemployment. Prepares special reports as requested. Collaborative working relationship, emphasizing on teamwork between Human Resources Department and the Finance Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D/W/M/A 25% Manage and maintain the computerized Payroll, and timekeeping systems, coordinate uploads from timekeeping and the sub pay systems and related activities to ensure that the district is in compliance with existing laws, regulations, district policies, and master agreements. (Manage the payroll system set-up and maintenance of monthly reports, fiscal and calendar year-end processing). Maintain awareness of changes in federal and state laws (i.e. IRS, FLSA, PERA, and Unemployment).
- D/W/M 15% Coordinate, review, verify, input, and upload data into computerized payroll system for classified employees' time worked and time missed, certified employees supplemental pay and absences through the sub pay system, and substitute/temporary employee's time worked, to meet the district's monthly deadlines.
- D/W/M 15% Audits & verifies employees' salary and benefit data submitted by Human Resources for accuracy and internal controls. Assigns and inputs appropriate account numbers for each employee's salary and benefits to ensure proper charge to accounting system.
- D/W/M 8% Prepare, audit, and balance various statistical and other reports to meet federal, state, and district reporting requirements, submit electronic transfers related to W-2s, I.R.S. Form 941 Report of Federal Withholding Tax, and Colorado Department of Labor Unemployment Insurance Tax Report. Prepare, gather, and provide information and reports to external auditors regarding accrued salaries/benefits, PERA liability, early retirement liability, compensated absences liability, and self-funded dental plan analysis.
- D/W/M 8% Provides technical assistance and interpretation to administration and supervisors in the areas of negotiated agreements, compensation, and policies. Verify and oversee the reconciliation of the employee and district health, dental, vision, and life insurance for payment through Accounts Payable. Verify and oversee the self-funded dental plan. Responds to dental claims and other complaints from employees.
- W/M 8% Develop the payroll calculation and proofs input accuracy. Balance payroll calculation to ensure timely and accurate payroll. Develop actual payroll run and other various reports related to payroll. Print, sign, burst, stuff, and distribute payroll checks/stubs. Submit adjusting journal entries to correct and reclassify liability and/or salary and benefit expenditure entries. Run and distribute salary and benefit reports to appropriate schools and departments.
- W/M 5% Develops, organizes and analyzes queries, spreadsheets, and database reports for efficient payroll operation. Oversee and verify the receipt of wage garnishments, calculate amount to withhold, and notify employees and the Court of amount to be withheld.
- M/A 5% Reconcile and input voluntary and involuntary payroll deductions and employer-paid benefits that are paid by Accounts Payable and initiate payment that are processed through electronic transfer of PERA payroll report, 401k, Credit Union, and Section 125 plans (Flexible Spending Account Plans).

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| W/M | 3% | Create and transmit to the bank the Pre-Notification Direct Deposit and Actual Direct Deposit information for employee payroll. Verify the deposit amount and ensure the bank receives information on a timely basis. Schedule, prepare, and report withholding taxes to governmental agencies for federal and state. |
| M | 2% | Counsels employees on issues of payroll procedures regarding their compensation, benefit options and cost, leave policies and banks, leave issues related to docks etc. Calculate employee accrued leave payoffs and adjust employees leave balances or accruals as necessary Coordinate the flow of information to building sites, and other school districts. |
| M/A | 2% | Manages, maintains & create payroll department files. Ensure documents are appropriately archived based on state and federal requirements. Handle all information confidentially and acts in a discretionary and professional manner. |
| M/A | 2% | Provide technical assistance to Human Resources in implementing, modifying, and administering the computerized payroll system. |
| M | 1% | Assist Finance Director and Budget Director in coordinating functions for position control with confidential issues relating to account distributions and procedures. |
| Ongoing 1 % | | Perform other duties as assigned. |

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING Associate’s Degree or equivalent training and or experience.

EXPERIENCE Five years or more of experience in payroll, accounting, bookkeeping, or general clerical office within an educational environment.

SKILLS, KNOWLEDGE, & EQUIPMENT Interpersonal, customer service, problem solving, microcomputer, and math skills. Knowledge of payroll, accounting, and bookkeeping. Ability to work independently, exercise judgment, and handle multiple tasks and deadlines. Ability to maintain confidentiality in all aspects of the job. Operating knowledge of and experience with microcomputer, automated accounting systems, and ten-key calculator. Specialized training or experiences required in payroll, accounting and/or bookkeeping. Experience or training in automated payroll systems. Experience in payroll software, computer systems, calculator and printer required.

CERTIFICATES, LICENSES, & REGISTRATIONS None required.

SUPERVISION/TECHNICAL RESPONSIBILITY This job has some supervisory responsibilities in coordinating duties assigned to Payroll Technicians. Provides input on employee evaluations. Acts as a resource for district employees by assisting with issues regarding payroll and employee benefits and insurances and for Human Resources staff by acting as a technical resource on the computerized payroll system.

JUDGMENT AND DECISION MAKING This position requires independent judgment, analytical skills, and technical knowledge of payroll procedures and accounting systems to process payroll timely and accurately, assist employees with payroll and benefits questions, and maintain accurate reports and files. Assignments are generated through the payroll system on a monthly basis. Assignment changes are forwarded from the Human Resource Department and audited in payroll to be adjusted in the computerized payroll system. Work is assigned by volume, self-directed, and on a timeline basis; special projects assigned by supervisor. Determine accurate number of hours worked in a pay period, adjust timesheet to report correct hours worked, when affecting supplemental time, overtime, or time missed. Ensures compliance with FLSA rules and the Certified/Classified agreements. Decisions are independently made throughout the month and collaborated with the Human Resource Department. Work is guided by legal requirements; negotiated agreements; and Board, district, federal, state, and departmental policies, procedures, or laws. Decision making requires collaboration with the Finance and Human Resource Departments. Payroll Manager is involved in major decisions.

DIVERSITY OF DUTIES Duties require cross training in benefits, time and attendance, position control, account coding, compensation, accounting principles, accounts payable, Board and district policies and procedures, federal and state laws and taxes related to payroll, and automated accounting systems. Manages and maintains all areas related to payroll, including accuracy of time and attendance, balancing payroll liabilities, reviewing position control and assigning account code for selected positions, consults with Human Resources on all assignment changes, and ensures balancing to the Financial

Management System. Ability to understand verbal information and instruction, and occasionally to interpret meaning of individuals explaining problem. Ability to read and understand written material, including payroll guidelines, report formats, etc. Ability to memorize situations, details, instructions, policies, etc. ability to translate verbal or written communication into effective written material. Ability to use basic mathematical skills in calculating payroll, reconciling accounts, etc. Self-directed, self-motivated, analytical, and possessed high initiative and a high level of confidentiality. Duties impact individuals across the district on a daily basis.

SAFETY TO SELF AND OTHERS Low exposure to self to repetitive motion injuries due to data entry and bruises and cuts due to typical office accidents.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is occasionally required to work near moving mechanical parts. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to communicate, compute, and compile. Frequently required to compare, analyze, coordinate, and use interpersonal skills. Occasionally required to copy, instruct, evaluate.