



PAYROLL SPECIALIST
Position Description

Title: Payroll Specialist
Reports To: Assistant Superintendent of Business Services
Location: Central Office
Terms of Employment: Full Time, 12 months
Effective Date:
FLSA Status: Non-Exempt

Purpose

The Payroll Specialist will provide financial accounting support in the area of payroll.

Qualifications

- High school diploma or GED
- Associate's degree in Business Administration preferred **or** a minimum of 3 years of in-depth payroll processing knowledge and experience
- Satisfactory criminal history record

Duties and Responsibilities

- Performs all payroll processing related activities in a timely and accurate manner
- Provide required and requested reports
- Consistently maintain professionalism and ability to change focus based on business demands
- Research and analyze transactions; detect and avoid and/or resolve errors and issues
- Performs other duties as assigned by immediate supervisor

Skills and Abilities

- Ability to multitask and operate under pressure in a fast paced environment
- Maintain highest degree of confidentiality
- Strong computer, organizational, and prioritization skills
- Strong math skills and professional verbal/written communication skills
- Impressive accuracy and attention to detail
- Effective communication and interpersonal skills

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