



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Payroll Specialist

Primary Function

Responsible for planning, organizing, and controlling all aspects of the District's payroll function

Organizational Relationships

Reports to the Asst. Supt. for Business and Operations.

Qualifications

- Graduation from high school. Bachelor's degree in accounting or equivalent work experience, preferred.
- Proficient skill in English composition, grammar and spelling.
- Fluency in a second language, preferred
- Detail oriented with strong analytical skills.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle personnel information with confidentiality.
- Ability to make computations with speed and accuracy.
- Ability to keep proper records in accordance with State/Federal guidelines and Board Policy.

Performance Responsibilities

1. Maintains a complete and systematic set of records of all payroll related financial transactions for the District.
2. Prepares payrolls, including deductions for withholding tax, pension, social security, medical insurance and such other required salary deductions.
3. Responsible for recordkeeping and reporting as it pertains to pension systems, IRS

Federal and State requirements.

4. Create and maintain payroll schedules, including payroll dates and stipend schedules and communicate with department administrators and employees.
5. Manage implementation and maintenance of electronic timesheets.
6. Ensure payroll and other employee data is current within the business office data software.
7. Responsible for entering payroll related employee information into School ERP Pro.
8. Assist with tracking grant salaries and supplemental pays.
9. Keeps abreast of all new FLSA laws and pension plan changes.
10. Manages and tracks staff Absences, Sick Leaves and Leaves of Absence for payroll purposes and reporting requirements.
11. Assist with the human resources functions of the school district.
12. Serve as primary backup to Human Resources Coordinator.
13. Perform other related duties as assigned by the Asst. Supt. for Business and Operations.

Terms of Employment

12-month position. Salary and work year determined by the Board of Education.

Performance Evaluation

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.