

Birmingham Community Charter High School Payroll Specialist

Title: Payroll Specialist
Classification: Confidential
FLSA Status: Non-Exempt
Reports to: Chief Business Officer
Supervises: None

DEFINITION:

Under the direction of the Chief Business Officer, independently perform a variety of highly professional, technical, and analytical accounting functions pertaining to payroll; utilize independent judgment to provide technical assistance to staff and the public related to all aspects of payroll processing and reporting; plan, organize, oversee and process all regular and supplemental payrolls

ESSENTIAL FUNCTIONS:

- Process all classified and certificated payroll for exempt and non-exempt employees and ensure employees are paid accurately and in a timely manner
- Receive and review payroll data; process and ensure accuracy of pay rates
- Maintain automatic payroll deposit controls and actions
- Maintain accurate control records for classified and certificated payroll deductions and gross earnings, sick leave, vacations, and overtime.
- Resolve payroll discrepancies and provide information to employee
- Update and maintain employee information in the Accounting System as needed to accurately run payroll
- Process garnishments and cash collection payments as needed
- Reconcile payroll reports and prepare approval packet for supervisor as requested
- Process benefit and payroll liability payments as needed and reconcile to the general ledger
- Process reconciliation and payment of voluntary deductions to different vendors; maintain complex records and filing systems
- Reconcile and distribute W-2 Wage Statements for school employees
- Process all Quarterly State and Federal Reports pertaining to payroll
- Coordinate 401K plan annual audit and assist in all other business office audits
- Perform all CalSTRS and CalPERS monthly reporting to the Los Angeles County Office of Education and reconcile to the general ledger
- Send all monthly payroll reports to accounting software for reconciliation.
- Assist in negotiations with three bargaining units by providing the Chief Business Officer with payroll and other confidential financial reports as requested
- Complete yearly compensation and government reports
- Perform related duties as assigned

KNOWLEDGE OF:

- Current law and best practices pertaining to payroll and wage and hour regulations
- CalPERS and CalSTRS reporting requirements
- Current accounting procedures applicable to both the public-school environment and non-profit agencies in accordance with GAAP
- Accounting methods, practices, and terminology used in manual and automated bookkeeping and financial record-keeping
- Financial and technical analysis techniques
- Report preparation, writing, and presentation methods
- Current and pertinent software applications

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- Record keeping techniques
- Audit procedures
- Organization, operations, policies, and objectives of the organization
- Effective oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Mathematical computations with speed and accuracy
- Modern office practices, procedures, and equipment
- Methods of operating standard office equipment

ABILITY TO:

- Perform multiple, highly complex, technical tasks to meet changing job conditions
- Clearly explain a wide variety of complex procedures and policies to individuals who may have minimal knowledge of pay processes and procedures
- Maintain confidentiality of employee information
- Adapt to changing work priorities
- Prepare and maintain accurate records
- Perform high-level math calculations with speed and accuracy
- Read, understand, and interpret laws, codes, and regulations related to payroll and benefits
- Read technical information, compose a variety of documents, and/or facilitate group discussions
- Routinely gather, collate, and/or classify data and use basic, job-related equipment to generate reports
- Work with detailed information/data utilizing defined but different processes and operate equipment using defined methods
- Provide information and/or advice to others
- Effectively manage projects to include the maintenance of schedules and coordination of all phases of assigned projects
- Ensure compliance with relevant state and federal law, along with requirements of the California Department of Education, LAUSD, and LACOE
- Problem solve with data requiring independent interpretation of guidelines
- Problem solve with limited equipment
- Schedule meetings
- Meet deadlines and schedules and set priorities
- Work with others in a wide variety of circumstances
- Communicate clearly and concisely, both orally and in writing with diverse groups
- Establish and maintain cooperative professional relationships with those contacted in the course of work
- Work cooperatively as part of a team
- Work with constant interruptions
- Work under minimal and limited supervision following standardized practices and/or methods
- Utilize resources from other work units as may be required to perform the job functions
- Demonstrate attendance sufficient to complete the duties of the position as required
- Attend and participate in relevant staff meetings and in-service activities; maintain current knowledge of laws and regulations related to assigned activities

EDUCATION:

Bachelor's degree with a focus in accounting, business or related field or equivalent experience required.

EXPERIENCE:

A minimum of five (5) years of increasingly responsible experience working in school accounting, business, or in a finance department, which includes the running of payroll. Intermediate skill level in Microsoft Office Suite, including Excel, Word, PowerPoint, and Outlook.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to walk, sit; use hands to

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- finger, handle or feel; talk or hear
- The employee is frequently required to reach with hands and arms
- Work at a desk, conference table or in meetings of various configurations
- The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl
- The employee must occasionally lift and/or move up to 25 pounds
- Noise level in the work environment is usually moderate

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date