

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 3.08**

**Position Title:** Payroll Specialist

**Reports To:** Director of Accounting

**SUMMARY**

The Payroll Specialist accurately produces the District's payroll on a semi-monthly and bi-weekly basis and in accordance with state and federal laws and District policies and procedures.

**QUALIFICATIONS/REQUIREMENTS**

The Payroll Specialist must possess good organizational and interpersonal skills, be detail oriented, work well under pressure, meet deadlines, maintain confidentiality, and be ethical. The following skills are considered essential to this position:

**Education and/or Experience**

- High school diploma or its equivalent.
- A minimum of two (2) years experience in bookkeeping, accounting, or payroll involving advanced record keeping (directly related business school or college courses may be substituted for up to six (6) months experience); or
- Any combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the Payroll Specialist.

**Communication Skills**

- Interface with, successfully present information, and respond to questions from administrators, staff, and stakeholders.
- Explain complicated calculations in meaningful and understandable ways to others unfamiliar with payroll processes.
- Establish and maintain effective working relationships with administrators and co-workers.

**Knowledge, Skills, and Abilities**

- Knowledge of Wage and Hour Laws and the Fair Labor Standards Act (FLSA).
- Knowledge of standard business practices, methods, and procedures.
- Process time cards and contract payments.
- Handle, reconcile, and remit withholdings, retirement contributions, and quarterly taxes.
- Produce wage, tax, and retirement reports.
- Prepare and maintain data in the District's financial software, School Information Systems Financial Software (SISFin), and on Excel spreadsheets.
- Work independently with minimal supervision.
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.
- Work with frequent interruptions, prioritize multiple tasks, work under stress, meet deadlines, and take direction.

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- Exercise judgment, solve practical problems, and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Perform the duties of the Payroll Specialist in full compliance with all District requirements and Board policies and regulations.

**ESSENTIAL JOB DUTIES**

- Calculates and edits payroll records to ensure accuracy of individual paychecks.
- Completes payroll process semi-monthly and bi-weekly.
- Verifies accuracy of timekeeping records including verification of absences in Time Clock Plus.
- Verifies certified absences have been recorded in SISFin correctly based on an absence management report.
- Trains staff in the use of timekeeping and leave entry.
- Verifies the accuracy of employee assignments including certification status.
- Calculates and maintains garnishments.
- Maintains vacation, sick leave, and other District authorized absences and their accurate balances in employee records.
- Verifies the accuracy of employee balances for payroll, deductions, and absences.
- Prepares payroll records for W-2 processing at calendar year end.
- Completes and verifies work record accuracy including W-4s and direct deposit information.
- Counsels employees on extended leave to determine pay status throughout leave.
- Maintains accurate records and processes quarterly attendance incentive awards.
- Reconciles state taxes and files reports on a monthly basis.
- Prepares, reports, and remits city taxes and unemployment reports on a quarterly basis.
- Submits annual salary, resignation, and retirement reports to OASIS.
- Completes wage verifications in a timely manner.
- Provides consultation services to employees and building personnel regarding pay questions and policies.
- Interprets District policy when finalizing an employee's balance of pay upon termination, separation, or retirement from the District.
- Generates reports and queries from SISFin in order to provide others with payroll information when requested.
- Files all necessary paperwork.
- Maintains confidentiality.

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**OTHER DUTIES AND RESPONSIBILITIES**

The Payroll Specialist may be called to perform other duties as assigned by the Director of Accounting, Chief Financial Officer, Superintendent, or Board of Education.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance of the Payroll Specialist will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.