Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Payroll Generalist I/II**	FLSA Status:	**Exempt**
Job Family:	**Classified - Finance**	Pay Range:	**FN70Y (I) - FN75Y (II)**
Prepared/Revised Date:	**September 9, 2026**	Job Code:	**34421 (I) – 34422 (II)**

SUMMARY: Responsible for working collaboratively with the Payroll Manager, Payroll Specialists, and other members of the Finance Department's Payroll Team in the areas of payroll processing oversight, system configuration and maintenance, regulatory compliance, internal audit, and process improvement. Research, analyze, develop, interpret, monitor, and recommend payroll policies, procedures, programs, practices, and materials specifically related to payroll processing, employee leave, retirement, tax administration, garnishments, and reporting. Research and interpret applicable federal and state laws, IRS guidance, and PERA regulations. Maintain confidentiality and adhere to the HIPAA Privacy Regulation and District HIPAA policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Serve as a subject matter expert on payroll processing across all assigned employee groups; review, analyze, and resolve complex payroll issues escalated from Payroll Specialists.
2. Research, interpret, and apply federal and state laws and regulations (IRS, FLSA, Colorado wage and hour, PERA), District policies, and collective bargaining agreements as they apply to payroll processing. Recommend updates to procedures based on regulatory changes.
3. Configure, maintain, and update payroll-related codes, schedules, and system parameters in Business Plus and the timekeeping system, including pay codes, deduction codes, leave accrual rules, salary tables, and tax tables. Coordinate annual roll processes for salary schedules, insurance rates, leave time, and W-2 reporting.
4. Serve as the day-to-day functional lead for the District's timekeeping system, including configuration of time codes and accrual rules, troubleshooting employee and supervisor issues, training staff and supervisors on system functionality, monitoring data integrity between the timekeeping system and the payroll system, and recommending enhancements. Partner with the Payroll Manager and Business System Platform Administrators on upgrades and system changes.
5. Coordinate the annual cycle of payroll-related reporting and submissions, including W-2 reporting, PERA reporting, IRS quarterly and annual filings, and other required submissions; ensure data accuracy in Business Plus for reporting purposes.
6. Lead the administration of tax levies, wage garnishments, bankruptcy notices, and child support orders, including interpretation of complex legal orders and communication with issuers, garnishees, and counsel as needed.

7. Lead the administration of retirement processing and PERA coordination, including complex retirement calculations, service credit reconciliation, and communication with PERA on behalf of the District.
8. Conduct payroll audits and internal control reviews to ensure compliance, accuracy, and segregation of duties; recommend and implement corrective actions.
9. Research, analyze, and recommend process improvements for payroll operations; participate in system implementations, upgrades, and conversions in collaboration with the Payroll Manager and Business System Platform Administrators.
10. Develop and deliver training to Payroll Specialists, District staff, and school and department office managers on payroll policies, procedures, and system functionality; create and maintain training materials and job aids.
11. Provide excellent customer service to District employees on complex payroll matters, including interpretation and explanation of policies, regulations, and calculations.
12. Serve as backup to the Payroll Manager on routine departmental matters as assigned.
13. Attend work and arrive in a timely manner.
14. Perform other duties as assigned.

GENERALIST I - EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Finance, Accounting, Business, Human Resources, or related field
- Two or more years of experience in payroll
- Experience in payroll in a public education environment or public entity strongly preferred
- Equivalent combination of education and experience acceptable

GENERALIST I - LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) preferred

GENERALIST II - EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Finance, Accounting, Business, Human Resources, or related field
- Five or more years of experience in payroll
- Experience in payroll in a public education environment or public entity strongly preferred
- Equivalent combination of education and experience acceptable

GENERALIST II - LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) required

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills

- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to analyze and interpret data
- Knowledge of federal and state payroll laws (IRS, FLSA, Colorado wage and hour) and general payroll practices
- Knowledge of PERA regulations and guidelines
- Knowledge of District, state, and federal policies and procedures
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to work well under pressure
- Must be able to work additional hours as needed to meet absolute deadlines
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office, and automated payroll systems, Business Plus preferred
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key calculator, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Payroll Manager	
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with interviewing, hiring and training employees

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full*

inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand			X	
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	