

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	HUMAN RESOURCES PAYROLL SPECIALIST	2.2.15
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing a variety of specialized complex payroll accounting functions related to accurately and timely paying all District personnel; by researching, compiling, calculating and maintaining financial and statistical reports to ensure compliance with District, Federal and State rules and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Performing complex payroll calculations, analyzing system data, researching questions and recommending solutions necessary to accurately and timely pay District employees in assigned area of responsibility.

Researching errors and calculating corrections to overpayments, underpayments and retroactive payments.

Calculating paid/non paid time and contract pay off when necessary.

Calculating FTE increases and decreases affecting employee pay.

Explaining and providing assistance to District staff regarding applicable practices, rules, policies, procedures and regulations affecting employee pay.

Serving as a resource to and liaison between Human Resources and other District department

Recording and maintaining confidential records and files.

Monitoring and providing information about a variety of payroll functions that affect employee's salary, additional earnings and monthly time and attendance records.

Coordinating, monitoring, recording, maintaining and responding to record changes affecting salary and differentials for District and non District employees, i.e. coaches, teacher leaders, special education teachers, etc.

Salem-Keizer Public Schools
Human Resources Payroll Specialist (continued)

Using an established payroll accounting system to initiate and maintain payroll accounting procedures and controls.

Analyzing non-standard payroll transactions to determine and initiate appropriate entries.

Verifying differential allocations and accounts by school level and assignments.

Analyzing and verifying appropriate experience for correct placement on the salary schedule.

Preparing and processing changes and additions to master differential lists, calculating and processing employee payments.

Coordinating employment paperwork and payment for non-district coaches and positions not covered in Collective Bargaining Agreement.

Coding of professional licenses and data entry of information.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignments.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, and methods of District payroll administration

Relevant Federal and State rules and regulations and District policies and procedures

Current Collective Bargaining Agreements

Principles and practices of research, problem solving and evaluation

Principles and practices of work organization and simplification

Ability to:

Exercise independent judgment in making technical and procedural decisions regarding work organization and assignment, work methods and work products

Interpret and apply employee collective bargaining agreements for salary and benefits for employee groups

Maintain procedural systems and controls

Evaluate and establish work priorities

Salem-Keizer Public Schools
Human Resources Payroll Specialist (continued)

Meet preset deadlines and work overlaps

Work effectively in a team environment

Multi-task with the ability to adapt quickly to changing situations.

Operate a computer with integrated financial system access and related peripheral equipment and software

Exercise diplomacy and tact when dealing with staff and maintain a high level of professionalism

Establish and maintain effective working relationships with those contacted in the course of work

Communicate clearly and concisely, both orally and in writing

Maintain confidentiality of information

Interpret, explain and apply policies, practices, and procedures

Work efficiently and effectively in an office setting characterized by frequent interruptions and heavy volume of work

Maintain a flexible work schedule that may necessitate overtime during periods of high demand

Provide excellent customer service

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Three or more years of progressively responsible computerized payroll experience in a large agency or district.

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in accounting and computer technology, with an emphasis in Human Resources payroll procedures.

Work Environment:

Climate controlled office settings and exposure to minimal noise intensity levels.

High level of contact with district personnel. Low level of contact with outside agencies/community.

Salem-Keizer Public Schools
Human Resources Payroll Specialist (continued)

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Human Resources Payroll Specialist

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____