

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	PAYROLL SPECIALIST	2.2.9
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; to research, compile, calculate and maintain financial and statistical reports to ensure compliance with 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 as prescribed by 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.

Calculating and processing payroll and adjustments to salary deductions, and employee status such as assigned work hours or workdays per year, projected vacation, sick leave and other accrual balances, step increments, overtime and extra duty pay, longevity pay, bus driver package hours, voluntary deductions, and retroactive pay.

Balancing payroll deduction files, initiating corrections, making adjustment entries and preparing claims for vendor payment in regards to assigned area of responsibility and assuring checks are forwarded to appropriate vendor by preset deadlines.

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

Compiling, analyzing, and evaluating data and preparing estimates, statements, and reports based on such data.

Serving as a resource to and liaison between the supervisor and other District employees.

Recording and maintaining confidential records and files.

Monitoring and providing information about a variety of payroll functions such as federal and state withholding, automatic deposit, monthly time and attendance records, contracts, etc.

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Explaining application of governing regulations to employees and managers.

Responding to employee questions about payroll and insurance processes.

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

Analyzing a variety of nonstandard payroll transactions to decide and initiate appropriate entries.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and methods of school and/or governmental financial reporting

Principles, practices, and methods of public payroll administration

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

Principles and practices of research, problem solving, and evaluation

Mainframe/client server and integrated PC-based applications

Principles and practices of work organization and simplification

Terminology used in payroll technician work

Ability to:

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

Maintain procedural systems and controls

Evaluate and establish work priorities

Perform complex mathematical computations with speed and accuracy

Interpret and explain payroll and tax calculations and other payroll-related issues to employees

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

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Work effectively in a team environment

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

Communicate clearly and concisely, both orally and in writing

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

Prepare clear, complete, and concise reports and documentation

Enter large amounts of transaction data with accuracy

Apply rules and policies for the completion of specific work

Maintain confidentiality of information

Exercise diplomacy and tact when dealing with employee pay issues and maintain a high level of professionalism

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 or special projects

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

Work Environment:

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

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

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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: Payroll Specialist

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

Signature: _____

Date: _____

Print Name : _____