



## SCHOOL DISTRICT U-46

### JOB DESCRIPTION PAYROLL SPECIALIST

**JOB DESCRIPTION REVISION DATE:** 07/01/2014

**DEPARTMENT / SCHOOL:** Payroll

**REPORTS TO:** Coordinator of Payroll

**SUPERVISES:** N/A

**POSITION GOAL:**

The Payroll Specialist performs all activities necessary to process bi-weekly payroll for approximately 5,500 employees within 6 union groups, delivering consistently high quality work with a focus on customer service.

**ESSENTIAL FUNCTIONS:**

1. Process bi-weekly payroll for 10,11, and 12 month employees.
2. Process hourly pay calculations within the Workforce Time and Attendance System.
3. Process and calculate personnel actions within the Munis Payroll System.
4. Conduct New Hire Orientations in conjunction with HR.
5. Work within multiple systems to generate reporting and reviewing structures.
6. Answer routine telephone inquiries concerning payroll issues in accordance with district policies and procedures.
7. Support teammates in Payroll, Human Resources, Finance, and across other departments.
8. Maintain ISO documents - update ISO documents for changes such as new procedures, organizational changes or changes to processes.
9. Remain current on new legislation and regulatory ruling impacting payroll, garnishments, taxes and FLSA regulations.
10. Other duties as assigned.

**KNOWLEDGE AND CRITICAL SKILLS:**

1. Working knowledge of accounting principles, payroll taxes, garnishment and tax levy processing, as well as government payroll regulations.
2. Must have a thorough understanding of the gross-to-net payroll calculation, including pre/post tax benefit deductions, gross-ups, and compliance with Federal, State and Local taxing authorities.
3. Strong knowledge of Microsoft products Word, Excel, and Powerpoint.
4. Ability to manage multiple tasks and priorities under strict deadlines.
5. Ability to establish and maintain effective working relationships with wo-workers, employees, and administrators in other departments.
6. Excellent interpersonal and strong oral and written communication skills.
7. Excellent analytical and problem-solving skills.
8. Strong organizational skills and attention to detail.
9. Display responsible and professional leadership.
10. Strong ability to provide a very high level of customer service.
11. Self-starter with the ability to work independently and follow projects through to completion.
12. Able to handle sensitive employee data and maintain confidentiality with ethical professionalism.

**EXPERIENCE AND EDUCATION:**



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1. Minimum 5 years payroll processing experience.
2. CPP designation strongly preferred.
3. Bachelor's degree or equivalent experience.

Comments:

#### **ENVIRONMENTAL CONDITIONS:**

1. Indoors in a busy environment with exposure to some noise and communication.
2. Frequently work at a fast pace with unscheduled interruptions.
3. Public contact requiring appropriate business-like apparel.
4. May be required to leave the main work site to attend meetings or to provide professional development and training.

#### **PHYSICAL DEMANDS:**

1. Ability to work in a fast paced and stressful environment.
2. Ability to work on a computer over a major portion of the work day.

#### **ADA:**

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

#### **TERMS OF EMPLOYMENT:**

12 month position – Salary and benefits as established by the Board of Education

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_