

Payroll Analyst

Job Description



Job Title:	Payroll Analyst	FLSA:	Exempt
Reports to:	Executive Director of Payroll	Pay Grade:	Admin/Prof 3
Dept./School:	Payroll Department Donaldson Administration Building	Calendar Days:	226
		Revised:	3.28.2025

Primary Purpose

The Payroll Analyst will ensure the accuracy of payroll activities in the Frontline ERP system, maintain compliance with TRS regulations, and resolve discrepancies. The role includes processing quarterly tax returns (Form 941, TWC reports) and providing backup support for monthly TRS reporting.

Qualifications

Education/Certification:

- Bachelor's Degree in Business or related field

Special Knowledge/Skills:

- In-depth knowledge of IRS, TRS, and FLSA rules and regulations
- Ability to analyze and solve complex problems in situations with limited standardization
- Proficient in developing spreadsheets and performing analysis related to employee paychecks and TRS compensation
- Strong understanding of advanced payroll and generally accepted accounting procedures
- Excellent organizational, communication, and interpersonal skills
- Skilled at effectively presenting information to individuals as well as small and large groups of stakeholders
- Capable of working with numbers accurately and efficiently to meet deadlines
- Expertise in maintaining accurate and auditable records
- Customer-service oriented with a focus on responsiveness and problem resolution
- Ability to work independently with minimal supervision
- High level of confidentiality required and preferred
- Expert-level proficiency in Excel, including data analysis, pivot tables, formula writing, working with cells and tables, filters, functions, and charts

Experience:

- Minimum three (3) years of experience in payroll preferably in a public school district.
- Knowledge of Frontline preferred

Major Responsibilities and Duties

Payroll Department

- Maintain up-to-date knowledge of TRS regulations and school finance guidelines (TEA Financial Accountability System Resource Guide)
- Review and ensure accuracy of monthly TRS processes in the Frontline ERP system
- Analyze payroll liabilities (taxes, TRS deposits, insurance, etc.) for accuracy and compliance

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- Collaborate with the Executive Director of Payroll on IRS reports, including W-2s and quarterly 941 filings
- Conduct periodic reviews for TRS accuracy and resolve any errors or warnings
- Assist HR in resolving payroll-related issues and concerns
- Support ERP software maintenance and provide training to stakeholders on system use and TRS reporting requirements

Records, Reports, and Correspondence

1. Compile, maintain, and file required reports, records, and documents
2. Communicate with district departments, campus administrators, and employees to ensure accuracy of information and resolve issues or inquiries

Professional Growth and Development

3. Pursue continuous improvement and growth in knowledge of school finance and payroll
4. Conduct oneself in a professional, ethical, and responsible manner

Other

5. Coordinate special projects as assigned
6. Work with IT to troubleshoot Frontline ERP functionality issues
7. Maintain confidentiality of all sensitive information
8. Perform other duties as assigned

Supervisory Responsibilities

None

Evaluation

The evaluation of the Payroll Analyst will rest with the Executive Director of Payroll. An evaluation shall be completed in the evaluation portal at least once during the course of the fiscal year.

Work Environment

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.