

PAYROLL SPECIALIST

CENTENNIAL SCHOOL DISTRICT is the connecting hub for the communities of Blaine, Centerville, Circle Pines, Lexington and Lino Lakes, located 20 minutes north of Minneapolis and St. Paul. With 9 exceptional schools serving 6,400 students, Centennial offers a track record of academic success combined with a consistent district-wide drive for improvement. Annually, Centennial students score significantly higher than the state averages in reading and math. The district's high school graduation rate of 97% is at the top of Minnesota's rankings.

Centennial's schools are safe and filled with respectful students who are a wonderful reflection of and contributors to the community. The district's vibrant learning environments and personalized, team approach supports the strengths and addresses the challenges of each individual student. The curriculum throughout E-12 is focused on the knowledge and skills necessary for success in the 21st century. Importantly, Centennial is distinguished by its use of data to drive achievement, its innovative use of technology, and its exceptional faculty, 78% of whom hold a master's degree.

A transparent and good steward of public resources, Centennial is guided by a strategic plan developed in collaboration with staff, parents, and community members. As a district that encourages, listens and responds, Centennial is the pride of our five communities with 86% of resident students choosing Centennial, nearly 90% of parents rating teachers as "excellent," and 91% saying students are well prepared for college.

JOB GOALS: The payroll specialist is responsible for coordinating and preparing proper compensation of district employees, ensuring appropriate deductions and accurate payroll records are maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare and maintain a payroll master for each employee containing payment control, wage distribution, and voluntary and statutory deductions including but not limited to federal and state taxes, PERA, TRA, group insurances, 403 (b) withholdings, garnishments and levies, and W-2's.
- Create master payroll schedule and turn around schedule to include correct dates and deductions on checks.
- Ability to develop processes to validate data (employee leaves, times worked, pay docks, etc.)
- Perform all data entry required to process payroll, maintain district files and to extract reports when needed.
- Calculate manual payroll checks and process disbursement and/or journal entries as needed.
- Prepare and process payroll deduction checks, wire transfers and complete all related reports.
- Ensures compliance and prepare and balance all semi-monthly, monthly, quarterly, fiscal and calendar payroll, deduction reports and 941 reports.

- Calculate, balance and distribute W-2 employee forms.
- Balance contracts for end of year payoffs and multiple checks.
- Calculate pay amounts and process retroactive payrolls.
- Coordinates payroll budget codes with Human Resources.
- Respond to payroll related questions from employees and administration.
- Maintain and update procedure records.
- Performs other duties and responsibilities as assigned by the school district.
- Maintain necessary historical records (W-4's, deduction authorization, direct deposit, etc.).
- Working knowledge of Microsoft Office (Excel, Access, etc.) and import/export functions of electronic processes.

QUALIFICATIONS (EDUCATION, LICENSE, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES):

- BA degree in accounting, finance, human resources or related field preferred.
- Proven successful experience in accounting, finance or job related field.
- Minimum of two years' experience in the preparation of payroll records.
- Experience in TIES System preferred.
- Experience and/or training in the utilization of computer payroll application software.
- Ability to interpret/apply/explain rules/regulations/policies/procedures, meet schedules and time lines, work confidentially with discretion, complete work with many interruptions and perform responsible payroll record-keeping duties.
- Such alternatives to the above qualifications that the school district may find appropriate and acceptable.
- Experience working in a team environment with evidence of good written and verbal communication skills, of ability to interact positively with others, and exceptional organizational and time management skills.

TERMS OF EMPLOYMENT:

12 month contract, 40 hours per week beginning December 2015 or as soon as possible.

SALARY AND BENEFITS:

Competitive salary and benefit package in accordance with the Confidential Unit Contract.

APPLICATION PROCEDURE:

CURRENT CENTENNIAL EMPLOYEES should submit a letter of intent to the Director of Human Resources along with a resume and at least 3 references or 3 letters of recommendation no later than **Friday, November 20, 2015.**

EXTERNAL APPLICANTS must apply on our website at www.isd12.org. Go to the 'Employment' tab to begin application process. Apply no later than **Friday, November 20, 2015.**