

**PAYROLL SPECIALIST
CONFIDENTIAL EMPLOYEE**

DEFINITION

Under limited direction and supervision, performs difficult and responsible work involved in processing and recording payroll information and filing federal and state reports and payments.

REPORTS TO: Budget and Accounting Manager

DISTINGUISHING CHARACTERISTICS

Within broadly established parameters of delegated authority, works independently to assure payroll and related personnel reports are accurately processed and maintained. Creates and organizes payroll work with general direction as necessary.

EDUCATION

- High school diploma or equivalent.
- Post-secondary payroll/accounting education preferred.

EXPERIENCE

- Five years' increasingly responsible payroll experience.

QUALIFICATIONS

- Demonstrates competence in the areas of mathematics, reading, writing and speaking.
- Possess an appropriate and valid driver's license

Knowledge of:

- Applicable laws, codes, regulations, policies and procedures relating to payroll and payroll processing.
- Payroll systems, policies, procedures.
- Policies and objectives of assigned programs and activities.
- Educational payroll management functions.
- Payroll analysis and projection techniques.
- Technical aspects of the field of specialty.
- Oral and written communications skills.
- Knowledge of Visions, Absence Management, State tax reporting software (Frances) as necessary to complete work expectations.
- Independent working knowledge of supplemental computer software: Excel, Word, Adobe Acrobat and other commonly used software programs in the business office.

Ability to:

- Make independent decisions.
- Interpersonal skills using tact, patience and courtesy.
- Understand and carry out oral and written directions.
- Retrieve payroll data from other software and systems used by the district.
- Be effective in oral and written communications.

- Manage confidential information.
- Oversee payroll entry work done by other business office personnel.

EXAMPLES OF DUTIES

- Schedule and coordinate incoming payroll records from all district locations.
- Coordinate with the Personnel Department regarding new employees, terminations, transfers and changes of status.
- Use reports created in the Absence Management substitute system to upload leave for all employees in the district.
- Upload and keep current leave balances in the Absence Management system as necessary.
- Add, terminate and make changes to employee records in the Oregon PERS EDX system.
- Acts as an assistant to the Budget & Accounting Manager to provide and assist with data collection, reporting, and financial projections related but not limited to bargaining, budgeting and auditing.
- Answer telephone, in-person, and email inquiries regarding pay, leave, fringe benefits, insurance and other employee deductions.
- Responsible for public employee's retirement system bill reconciliation and payment.
- Responsible for the financial aspect of health insurance programs for district employees. OEBC bill reconciliation and payment.
- Payroll tax reconciliation, filing of federal and state quarterly reports. Prepares W-2's.
- Responsible for the expense to invoice to payment reconciliation of all payroll benefit expenditure lines and PFMLI (Paid Leave Oregon) reporting.
- Responsible for balancing and processing all liability payments.
- Maintain early retirement records: Issues monthly payments and reconciles annual retirement reports.
- Assist district staff with district TSA match and keep records current in Visions.
- Reconcile distribution of taxes, voluntary deductions and fringe benefits in preparation for monthly payments.
- Issue monthly federal and state tax payments, prepare quarterly reports and reconcile annual payroll reports.
- Prepare reports for and work with Oregon PERS, Worker's Compensation and district auditors.
- Reconcile all payroll liability accounts to year-end balances.
- Pays insurance premiums and amounts deducted for various voluntary deductions as well as Worker's Compensation.
- Reconcile Worker's Compensation monthly and make necessary journal entries in Visions.
- Fulfills other related duties as assumed or assigned.
- *Denotes essential job functions.*

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the functions, duties and responsibilities of the job.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is:

- Regularly required, in an 8-hour day, to sit for 3-5 hours; stand/walk/move around for 1-4 hours.
- Regularly required to talk and hear.
- Regularly required to use hands to manipulate, handle or feel objects, tools or controls.
- Lifting 20 pounds occasionally.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with hands and arms, stoop and/or bend.
- Occasionally required to travel within the district and infrequently travel outside the district.

While performing the duties of the position, the employee works with standard office and/or instructional equipment with moving mechanical parts.

WORK ENVIRONMENT: The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is low to moderate. The employee's work is most frequently indoors but occasionally requires going outdoors in the weather to pass from building to building and drive from site to site.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (*or the position*) at any time as it deems advisable.

WORKPLACE EXPECTATIONS

- The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.
- In every aspect of this position, employees must exercise honesty and ethical behavior, including but not limited to in communication and relationships with staff, students and the public; use of time and district property as well as representation of absence from duty leave.
- The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
- The employee maintains the integrity of confidential information relating to student, family, colleague or district patron. The employee uses or relays personal information only while performing assigned responsibilities and in the best interest of the individuals involved.

- The employee follows all district and supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

EMPLOYEE STATEMENT

- I have reviewed the above position description and understand its contents.
- I am aware that my position description may be revised or updated at any time. When this happens, the district will provide me with the revised job description, and I will remain responsible for knowledge of its contents.
- I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodation. If I require accommodation(s) to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work in this position.

Employee Name (please print) _____

Signature _____

Date _____