

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

PAYROLL / STAFF SPECIALIST

QUALIFICATIONS:

- (1) Associate of Arts Degree in business/finance from an accredited institution.
- (2) Three years experience in payroll processing for a school district.
- (3) Or a combination of training and experience considered equal to the above by the Superintendent.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of state and federal rules relating to payroll processing and reporting. Knowledge of local policies and labor contracts relating to salary and leave administration. Ability to assign duties to subordinates, develop and monitor schedules for completion of assignments. Ability to use and knowledge of mainframe operations for payroll processing and reporting. Ability to perform analyses to determine technical problems in area of assignment. Ability to communicate to a variety of persons in both oral and written form.

REPORTS TO:

Director of Finance

JOB GOAL

To ensure that all payrolls are computed accurately and in a timely manner, and that controls are maintained to ensure compliance with local, state and federal rules and standards.

SUPERVISES:

Assigned Clerical Staff

PERFORMANCE RESPONSIBILITIES

- (1) Review of personnel records to determine names, rates of pay, and occupations of employees on the official payroll.
- (2) Direct computation of pay according to School Board policy.
- (3) Compile and prepare other payroll data such as Unemployment, Retirement and Federal 941 reports. Review and approve payroll deductions.
- (4) Ensure that School Board policies and government regulations are being consistently applied with in regard to payroll procedures.
- (5) Review each payroll to ensure accuracy.
- (6) Coordinate work procedures, prepare work schedules, and expedite work flow.
- (7) Interface with the Personnel Department on payroll and leave matters.
- (8) Assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
- (9) Study and standardize procedures to improve efficiency of co-workers.
- (10) Investigate errors and complaints.

**Board Approved April 20, 1998
Amendment Board Approved April 15, 2003**

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PAYROLL/STAFF SPECIALIST (Continued)

- (11) Ensure that records relating to various types of employee leave are maintained accurately.
- (12) Review all payroll withholding deduction reports prior to submittal.
- (13) Recommend the annual payroll calendar.
- (14) Perform special analyses/studies as requested.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.
- (16)** Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 1-6
12 months
7.5 hours per day

EVALUATION:

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