

Vail School District Job Description

Job Title: Payroll Analyst
Department: Business Office
Reports To: Payroll Supervisor
FLSA Status: Non-exempt
Classification: Level 14
Created: September 23, 2013
Approved: October 15, 2013

SUMMARY

Under the supervision of the Payroll Supervisor, this employee will perform a variety of analytical and audit functions within the payroll office and work closely with the HR staff to coordinate system interfaces and reconciliation of both classified and certified FTE's. This position will provide high level backup for the Payroll Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Provides backup of the complete district automated bi-weekly payroll process.

Audits the "Visions" system to ensure integrity of information and automated processes.

Serves as liaison between the Payroll and Human Resources departments to identify, research, and correct any inconsistencies in data.

Queries, verifies, and distributes regular and ad-hoc reports from the Visions system, as assigned.

Generates and distributes a variety of statistical summaries regarding the various functional payroll areas, including required federal and state reporting.

Coordinates year-end roll over of Visions with Human Resources and the Business Office.

Provides internal support to Payroll and Human Resources in troubleshooting issues related to Vision Software systems.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or GED with Associate's or Bachelor's degree preferred. FPC or CPP designation preferred. Proficient with computer applications and payroll processing programs. Minimum 3 years experience of relevant payroll and accounting duties in medium to large organization.

Must have demonstrated extensive experience with data entry logic, spreadsheets, queries, reporting and input of information; possess excellent organizational, administrative and communication skills; and be customer-oriented toward staff and management.

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LANGUAGE SKILLS

Ability to read and interpret documents such as policies, regulations, procedures, and industry related materials and procedure manuals. Ability to speak effectively to employees. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rounding, rate, ratio and percent and to draw and interpret charts and graphs. Must be able to show these skills with and without the use of Excel Spreadsheets.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Position requires moderate independent judgment, ability, and professional knowledge in the areas of payroll and payroll processing systems.

CERTIFICATES, LICENSES, REGISTRATIONS

FPC or CPP designation preferred.

PHYSICAL DEMANDS

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Must maintain a condition of excellent physical and mental health.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Out of town travel for training is expected to be three to four times per year for one- to four-day durations requiring overnight stays.

The noise level in the work environment is usually moderate.