

Vail School District Job Description

Job Title: PAYROLL SPECIALIST

Department: Business Support Services

Reports To: Payroll Supervisor

FLSA Status: Non-Exempt

Classification: Level 13

Updated: May 17, 2016

SUMMARY

Under the direction of the Payroll Supervisor, the Payroll Specialist performs responsible payroll functions of a confidential, varied, and complex nature. The Payroll Specialist presents a positive image when communicating with staff and will properly handle all confidential matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, are non-exhaustive and may be supplemented. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists in preparing and processing bi-weekly payroll for administrative, certified, professional, classified, substitute, temporary, Community Programs, Vail Inclusive Preschool, Beyond Textbook, intersession, summer school, and athletic/co-curricular staff following District policies and federal, state, and local requirements.
- Prepares for the production of accurate and timely bi-weekly payrolls, including entering and maintaining manual time sheets, payroll deductions, including withholding taxes, social security/Medicare, district insurance and other voluntary fringe benefits, retirement and other required salary deductions, using manual and automated systems.
- Processes approved new hires, terminations, PAR changes of status, address/name changes, leave changes, withholding changes, deduction changes, direct deposits, and enters into automated system.
- Calculates and processes a variety of wage garnishments and levies in accordance with applicable laws.
- Processes quarterly site resident imputed income.
- Calculates and processes accrued sick/vacation leave and retirement incentive payouts.
- Prepares bank deposits of county payroll funding checks.
- Prepares, transmits and maintains files for deferred compensation deductions and loan payments, Arizona Education Association dues, and United Way deductions. Prepares and maintains files for Vail Inclusive Preschool deductions, Community Programs childcare deductions, Arizona Tax Credit deductions and other approved salary/wage deductions.
- Maintains records to track employee reimbursement of jury duty.
- Acts as custodian of district office safes and their contents. Verifies and relinquishes monetary deposits to armored transport company.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests both internal and external, including verifications of employment, DES wage verifications, worker's comp wage verifications and ending payroll verifications for ASRS.
- Files all documentation generated including employee PAR's, timesheets, payroll deductions, tax forms, benefits information, and periodic reports.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Serves on committees and project teams, as assigned.
- Provides in-services for district staff, as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no 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 knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) required. Associates degree in business or related field or some college experience preferred. Four (4) years payroll processing experience or related experience required, preferably in the public sector. Knowledge of the principles and practices in payroll processing required. Or an equivalent combination of relevant education, training and/or experience as approved by the Director of Finance.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Ability to read and interpret documents such as policies, rules, regulations, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization. Computer and typing skills are required.

CUSTOMER SERVICE SKILLS

Ability to manage difficult or emotional staff or customer situations. Responds promptly to staff needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

REASONING ABILITY

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. Ability to evaluate written materials.

CERTIFICATED, LICENSES, REGISTRATIONS

None

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. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Work involves sitting for extended periods of time. Verbal communicative ability may be required of public contact positions.

WORK ENVIRONMENT

Indoor. Office environment. Contact with employees, students and public. The noise level in the work environment is usually moderate.