

THE SCHOOL BOARD OF MARTIN COUNTY

PAYROLL SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent, supplemented with payroll related courses or seminars.
- (2) Five (5) years experience in centralized automated payroll processing in a large, diverse organization, including analyzing and auditing payroll transactions.
- (3) Experience with computer systems and applications preferred.
- (4) Any equivalent combination of education, training, and experience may be considered.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from Bookkeepers and Secretarial positions by the greater responsibility of analyzing complex payroll transactions, processing high volume payroll, and additional education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of accounting principles. Ability to operate a 10-key calculator. Ability to communicate orally and in writing. Ability to train or educate others. Ability to interact effectively with district and school personnel. Strong analytical and trouble shooting skills. Ability to make computations and tabulations rapidly and accurately. Ability to perform heavy volume and highly accurate data entry. Ability to meet deadlines with time constraints. Demonstrate strong technical and computer application skills. Strong knowledge of Fair Labor Standards Act and basic IRS regulations.

REPORTS TO:

Assistant Payroll Manager

JOB GOAL

To analyze and perform complex payroll tasks in a timely and accurate manner in collaboration with supervisor and other specialists within a high volume environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Analyze, audit, correct, and balance timesheets to ensure compliance with Board policies and procedures and all federal, state, and local rules, regulations, and standards.
- * (2) Process payments and changes into the payroll system by input through the computer terminal.
- * (3) Review and process personnel action checklists received from the personnel department.
- * (4) Review and input other additional compensations for employees.
- * (5) Process payments on annuities, insurance premiums, and other miscellaneous deductions as directed.
- * (6) Analyze and audit employee payroll system to ensure compliance with Board policies and procedures and with applicable laws.
- * (7) Prepare and review bi-weekly payroll edit reports from payroll system and process corrections or adjustments to ensure accuracy of all payments.
- * (8) Instruct school/department personnel on existing payroll related computer program's function and assist them with the basic tasks of the bi-weekly payroll process.
- * (9) Assist in updating employee records on computer system when employee status changes.
- * (10) Prepare special reports and summaries for staff from employee records, as requested.
- * (11) Organize papers and paychecks for disbursement and disburse checks.
- * (12) Process verification of employment requests for employees.
- * (13) Prepare and present payroll new hire orientation information.

PAYROLL SPECIALIST (Continued)

- *(14) Prepare and meet with employees, on an individual basis, going on leave to discuss the financial impact of their leave.
- *(15) Electronically file payrolls, supporting documents, and other payroll related data as directed by the supervisor.
- *(16) Review forms 18's, 9's, 116's for accuracy.
- *(17) Prepare vendor checks for mailing each pay period.
- *(18) Update and maintain proper employee leave balances.
- *(19) Demonstrate initiative in the performance of assigned duties.

Employee Qualities/Responsibilities

- *(20) High organizational skills required.
- *(21) Attention to detail required to ensure accuracy.
- *(22) Meet and deal effectively with the general public, staff members, administrators and other contact persons using tact and good judgment.
- *(23) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(24) Ensure adherence to good safety standards.
- *(25) Maintain confidentiality regarding school/workplace matters.
- *(26) Model and maintain high ethical standards.
- *(27) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(29) Exercise service orientation when working with others.
- *(30) Keep supervisor informed of potential problems or unusual events.
- *(31) Use effective, positive interpersonal communication skills.
- *(32) Respond to inquiries and concerns in a timely manner.

System Support

- *(33) Type correspondence and other material on general or technical matters.
- *(34) Stamp all incoming mail, and distribute the mail throughout the department.
- *(35) Exhibit interpersonal skills to work as an effective team member.
- *(36) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(37) Demonstrate support for the school district and its goals and priorities.
- *(38) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(39) Prepare or assist in preparing all required reports and maintain all appropriate records.
- *(40) Participate in cross-training activities as required.
- (41) Perform other duties as assigned.

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.

See Job Description Supplement for Codes	
Physical Activity - occasionally	B-E, H, I, J, M, N
- frequently	F, G, K, L, O
- constantly	A, P, Q, R, S, T, U, V
Working Conditions	B, N (aggressive employees)
Materials, Tools and Equipment	A, D-H (shredder)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

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

*Essential Performance Responsibilities