



## Job Description

### Platte County School District

## Payroll Specialist

### **Purpose Statement**

The job of Payroll Specialist is done for the purpose/s of providing support to department activities with specific responsibility for processing all phases of payroll; responding to complex and unusual payroll problems and computational questions; ensuring compliance with mandated requirements; and maintaining confidential employee records.

This Job reports to Business Services Manager

### **Essential Functions**

- Assists auditors for the purpose of providing supporting documentation and/or information on internal processes that are required for audit.
- Compiles statistical and payroll data from a variety of sources (e.g. time sheets/payroll, salary adjustments, tax deposits, etc.) for the purpose of providing summaries to other personnel, and/or ensuring compliance with established guidelines.
- Coordinates the payroll process with other departments and sites for the purpose of delivering services in compliance with established guidelines.
- Confers with a variety of internal and external parties (city/state/federal agencies, etc.) for the purpose of ensuring accurate payroll processing.
- Distributes payroll and other documents (e.g. new/change forms, payroll schedule, etc.) for the purpose of providing documents in a timely manner.
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Assists auditors for the purpose of providing supporting documentation and/or information of internal processes that are required for audit.
- Maintains a variety of payroll information for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors assigned payroll activities and/or components (e.g. leave time, work location, etc.) for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials and electronic payroll information (e.g. retirement plan transfers, payroll register, stop payments, W-2 controls, quarterly state and federal payroll taxes, state labor reports, benefits, gross to net calculations, etc.) for the purpose of documenting activities, providing references, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes payroll related data (e.g. time sheets, withholding information, COBRA, employee contributions, etc.) for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices.
- Reconciles payroll account balances for the purpose of maintaining accurate account balances and complying with established guidelines.
- Authorizes monthly payments to insurance companies for the purpose of ensuring ongoing insurance coverage for employees and their families.
- Performs other related duties in conjunction with another payroll specialist, as assigned (e.g. maintenance of ACA data; submission of new EE information to Missouri Department of Social Services; responsibility as absence and time and attendance administrator; monthly tracking of timesheets; etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.
- Reviews payroll and a variety of insurance-related information (e.g. payroll reports, medical/dental/vision/disability billing forms, carrier forms, COBRA requirements, etc.) for the purpose of ensuring the accuracy of payroll and insurance records.

- Researches discrepancies of payroll data (e.g. time sheets, leave time, unemployment eligibility, direct deposit requirements, salary schedule placement status, benefit eligibility, etc.) for the purpose of ensuring accuracy and adherence to procedures.
- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations and/or laws relating to payroll; and PeopleSoft Payroll Application.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and maintaining confidentiality.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Experience:** Job related experience is required.

**Education:** Targeted, job related education with study in job-related area.

#### **Required Testing**

None

#### **Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

#### **Continuing Educ. / Training**

Continuing Education Requirements

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance

#### **FLSA Status**

Non Exempt

#### **Approval Date**

#### **Salary Grade**

Tech/Pro Salary Schedule Range A1

#### **Revised Date**