



JOB DESCRIPTION

Job Title	Payroll Specialist
Department	Payroll Department
Reports To	Payroll Manager
Classification	Classified
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Payroll Specialist assists in processing the payroll of the school district, performs related data processing functions, and performs other related work as required. This position works with District employees, retirees, and the public. The expectation is to provide excellent customer service, effective communication, be dependable and maintain confidentiality in all situations. It is expected that the duties and responsibilities will be performed with a high level of accuracy. Candidates are expected to comply with the ECASD handbook.

Essential Job Functions

- Processes and enters data for payroll preparation.
- Effectively presents information and responds to questions from employees, outside organizations, and the public.
- Exercises sound judgment and makes appropriate decisions in a manner consistent with essential duties and responsibilities.
- Interprets and communicates the various provisions of the payroll process.
- Acts as the first point of contact for employees and others who need assistance from the payroll department. Appropriately directs people for additional assistance when needed.
- Demonstrates excellent teamwork and works cooperatively with other department members to ensure tasks are completed accurately and successfully.

Ancillary Job Functions

- Participates in developing department goals, objectives, and processes.
- Offers suggestions to improve processes.
- Other duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High School Diploma or GED.

- More than one year of recent payroll and accounting experience in an organization of comparable size.
- Extensive experience working in Microsoft Word and Excel.
- Experience with federal, state, and department rules affecting payroll preparation.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- An Associate degree in Accounting or an equivalent field and/or more than two-years of recent payroll and accounting experience in an organization of comparable size.
- Proficiency in the use of payroll hardware and software.
- Experience working with employee benefit plans.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work independently.
- Ability to work as a team member within the payroll department
- Ability to establish and maintain effective communications with district employees.
- Ability to function under pressure.
- Ability to demonstrate attention to detail and thorough completion of tasks.
- Ability to exercise judgment and discretion in the payroll preparation process.
- Knowledge of employee benefit plans.
- Knowledge of federal, state, and department rules affecting payroll preparation.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to work at computer/desk for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Ability to communicate verbally and in writing so others will understand.