

Payroll Specialist

Dept/Div: Business Office/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work preparing and setting up payroll information, handling employee information, processing payroll, reporting payroll information, performing other miscellaneous duties associated with payroll, and related work as apparent or assigned. Work is performed under the limited supervision of the Business Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provides employment verification; completes forms and information requests.

Collects, organizes and verifies totals for timecards and timesheets; enters and validates timecard entries.

Enters payroll deductions and Flex reimbursement claims; prepares and processes payroll adjustments.

Enters overrides for contract pay and deductions.

Calculates payroll; verifies payroll and reviews totals; creates and prints paychecks; creates direct deposit entries and transmits files to bank.

Maintains calendar and fiscal year-to-date balances for payroll and payroll deduction accounts; completes reconciliation of withholding accounts with the general ledger and makes adjustments as needed.

Generates, prints and distributes payroll reports; creates general ledger file and imports.

Produces and submits files and payments to various accounts and state agencies.

Prepares various state and federal quarterly and annual reports including TRA, PERA, W-2 reporting and the Minnesota Department of Economic Security reports.

Establishes annual employee leave balances in accordance with employee contracts.

Assists the Business Manager in preparation for the audit.

Knowledge, Skills and Abilities

Thorough knowledge of payroll and benefit program administration; thorough knowledge of district employee contracts; general knowledge of accounting terminology, methods, theory and principles; general knowledge of standard office procedures, practices and equipment; ability to follow detailed instructions; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to maintain financial records and prepare financial reports; ability to establish and maintain effective working relationships with associates, various outside agencies and the general public.

Education and Experience

Associates/Technical degree in accounting, or related field and moderate experience working in payroll, accounting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and

Payroll Specialist

observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Applicable financial software training will be provided within six (6) months of hire.

Last Revised: 5/15/2020