

Princeton City School District Job Description

Job Title: Payroll Specialist
Reports To: Payroll Supervisor
FLSA Status: Exempt
Revised Date: February 6, 2012

GENERAL DESCRIPTION

Provide payroll assistance to the payroll supervisor by performing payroll related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

- Process all timesheets for overtime and leave for all District staff
- Input, run, print, and mail biweekly payroll and deductions
- Maintain and process all employee deductions
- Bi-weekly and monthly payroll reports

SPECIFIC DUTIES OF PAYROLL SPECIALISTS

- Open the postal and inter-office mail
- Data entry of time & attendance
- Periodic payroll system maintenance-maintain budget, building, and EMIS coding
- Enter new hire information including deductions and maintenance
- Research and provide information requests to various departments and entities
- Deductions set-up for all employees and changes to existing employees
- Deduction database lead sheets created and maintained
- Process disability & employment verification requests
- FMLA tracking
- STRS/SERS verify requests to withdraw funds
- STRS/SERS report transmission
- STRS/SERS buyback setup and maintained to completion
- Work and residential municipality reciprocity calculations as applicable
- Monthly and annual tax reporting to cities and school districts
- Maintain the payroll filing system
- Answer phone calls and help desk emails
- Assist the auditors with records and reports for testing
- Must be able to maintain confidentiality
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

This job 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. Two years experience in a similar accounting setting is preferred. Intermediate to Strong computer skills are required, especially with Microsoft Word and Excel. Experience with USAS state software and Microsoft Access is preferred. Experience with office machinery such as, calculator, copier and fax machine is required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, write and comprehend directions, short correspondence and memos. Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to effectively present information in one-on-one and small group situations to staff, students and administrators.

PAYROLL SPECIALIST (continued)

CERTIFICATES, LICENSES, REGISTRATIONS

Exempt from Civil Service Requirements

OTHER SKILLS AND ABILITIES

Must be able to type 45 words per minute and excellent 10 key entry skills. Active learning and listening skills, critical thinking and problem solving abilities as well as excellent attention to details.

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 walk, sit, use hands and fingers, handle or feel, reach with hands and arms and talk or hear. The employee frequently is required to stand, climb, balance, stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.