

PAYROLL SPECIALIST

SALARY RANGE: Confidential, 17

BASIC FUNCTION:

Under the direction of the payroll supervisor or other area administrator, perform technical work in the preparation and processing of payroll; prepare and maintain a variety of financial and statistical records, reports and other documents; process, review and disburse voluntary deductions for employees; assure payroll activities comply with District rules and regulations, various unit contracts and working conditions, and state and federal laws and regulations.

Complete all calendar year-end W-2 reporting to MCOE for third party sick pay, child care flex account contributions, group term life insurance and uniform allowances.

Complete fiscal year-end payroll accrual entry and post to general ledger within deadline established by Chief Business Officer.

Insure necessary adjustments to vacation accruals are entered into Datatel for June 30 pay period.

Complete and submit Annual Survey of Government Employment School Systems.

Perform a variety of clerical support duties, including typing, filing, answer phones and questions, process mail and other related work; order supplies according to established procedures.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Preparation, maintenance, verification and processing of payroll records.

Payroll policies and procedures.

Applicable laws, rules and regulations related to assigned activities.

Financial record-keeping techniques.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting, finance or related field and five years increasingly responsible financial record-keeping experience including at least three years in a payroll function.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and a 10-key calculator.