Union Public Schools Job Description

Position Title: **Payroll Specialist**
Department: Payroll Department
Reports To: Director of Payroll

FLSA Designation: Non-exempt

SUMMARY: To perform a variety of payroll functions in the preparation, processing, maintenance, verification and reconciliation of payroll records.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*
- Answers phones and prepares routine correspondence.
- Maintains master payroll files.
- Process HR-100's for Support Personnel.
- Audits and checks timekeeping records.
- Prepares, processes and maintains payroll and salary calculations.
- Collects, analyzes, updates and reconciles payroll data.
- Examines and verifies payroll and leave for accuracy.
- Researches and analyzes discrepancies and processes appropriate corrections.
- Researches and processes payroll adjustment entries.
- Plans and monitors work production timelines to meet strict deadlines.
- Communicates effectively.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by administrator.

SUPERVISORY RESPONSIBILITITES: None.

QUALIFICATION REQUIREMENTS: *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, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Degree in business administration preferred, or related field. Equivalent work experience will be considered in lieu of a degree. Basic knowledge in Microsoft Word and Excel. Previous experience with Munis, TalentEd and/or Kronos a plus. Bilingual a plus.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to create spreadsheets and other related forms, reports and documents.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

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 quiet, although it can vary depending on daily activity.