



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Payroll Specialist**
Job Family: **Finance**
Prepared/Revised Date: **August 15, 2023**

FLSA Status: **Non-Exempt**
Pay Range: **FN20H**
Job Code: **50106**

SUMMARY: Responsible for processing monthly payroll for district employees. Provide customer service activities such as explaining district pay policies and practices and answering specific employee questions regarding pay. Maintain confidentiality and adhere to the HIPPA Privacy regulation and district HIPAA policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Responsible for the accuracy of all payroll information within designated section of alphabet. This includes preparing Employee Reports for entry and performing and reviewing data entry. Evaluate and understand impacts of all payroll entry to enable identification of errors that could negatively impact the processing of payroll.	D	30%
2. Troubleshoot processing errors to identify root cause and correct issues. Escalate issues to Payroll Generalist and/or Payroll Manager as necessary.	D	20%
3. Provide excellent customer service to district employees; interpret, explain, and apply complex rules, regulations, and policies.	D	20%
4. Provide training, guidance to new Payroll Specialists; model exceptional customer service, performance expectations and professional work habits.	D	5%
5. Review documentation for proper account coding and authorization.	D	4%
6. Attend work and arrive in a timely manner.	D	1%
7. Track payroll information for leaves of absence. Balance leave time entered and used during LOA.	W	3%
8. Administer tax levies, wage garnishments and bankruptcy notices, including communicating with issuer of garnishment and garnishee.	W	3%
9. Review, analyze and audit payroll changes including, but not limited to, new hires, hour changes, promotions, transfers, terminations, leave payouts and deductions.	M	4%
10. Process retirement paperwork; communicate with and provide information to PERA, as necessary.	M	3%
11. Conduct file searches and other research, as necessary.	Q	2%
12. Collaborate with Payroll Manager and/or Payroll Generalist in troubleshooting the payroll system.	Q	2%
13. Collaborate in the formulation of improved payroll procedures.	Q	2%
14. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent required, associate degree or two-year college certificate in finance, business, or accounting preferred
- More than two years of experience processing payroll in-house for 100 or more employees
- Public school district payroll processing experience a plus
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to work well under pressure
- Must be able to work additional hours as needed to meet absolute deadlines
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office, and automated payroll systems, Business Plus preferred
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key calculator, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct		X		
Compute				X
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	



NOISE LEVEL:	Exposure Level
Quiet	X
Moderate	
Loud	
Very Loud	