



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Payroll Specialist**
 Job Family: **Finance**
 Prepared/Revised Date: **April 1, 2018**

FLSA Status: **Non-Exempt**
 Pay Range: **FN25H**
 Job Code: **50113**

SUMMARY: Assist Payroll Manager with the day-to-day administration of the District's payroll function as well as perform a variety of routine and complex functions requiring comprehensive knowledge of payroll procedures and policies. Assist with development, documentation, implementation and maintenance of payroll department processes to achieve better efficiency and effectiveness. Maintain confidentiality and adhere to the HIPAA 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. Ensure payroll procedures are administered in compliance with governmental regulations, including Public Employer Retirement Association (PERA) rules, IRS regulations and District policy. Provide guidance and assistance to District employees and payroll staff regarding payroll policies, practices, and procedures. Create and maintain payroll process documentation.	D	25%
2. Manage the computerized timekeeping system including data integrity; review and test software upgrades, debug upgrades, preparing written documentation and communicate changes to software to payroll staff and users.	D	20%
3. Perform duties and responsibilities associated with the processing of the monthly payroll including processing one-time pay electronic files.	D	8%
4. Function as Payroll Manager in the event of an absence.	D	5%
5. Attend work and arrive in a timely manner.	D	1%
6. Process off-cycle payroll transactions.	W	5%
7. Calculate disability offsets and verify accuracy of all disability, leave of absence and retirement paperwork as requested by Payroll Manager.	M	10%
8. Work with 3 rd parties to ensure accuracy of entire processes and process monthly reports including PERA and electronic vendor files.	M	5%
9. Assist with the preparation of requested statistical and/or financial reports, data, or estimates.	M	5%
10. Assist Payroll Manager with system maintenance including annual maintenance such as roll-up of assignments, salary schedules, leave time, and insurance rates.	A	10%
11. Assist Payroll Manager with activities related to the licensed unused sick leave and licensed longevity programs.	A	5%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Finance, Accounting , Business or related field
- More than five years of experience in payroll required, experience processing payroll in a public environment preferred
- 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 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
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key calculator, etc.
- Experience with automated payroll systems, Business Plus preferred

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	None	

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			
Climb or balance	X			



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	
Quiet	X
Moderate	
Loud	
Very Loud	