

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Specialist Payroll	Wage/Hour Status:	Non-Exempt
Reports To:	Coordinator Payroll Systems	Pay Range:	780
Dept./School:	Financial Services	Date Revised:	08/01/19

Primary Purpose:

Compile and prepare regular district payroll, including related reports and deposits. Work under moderate supervision to ensure accurate and timely preparation of payroll records according to prescribed procedures and regulations.

Qualifications:

Education/Certification:

High school diploma or equivalent (required)

Special Knowledge/Skills:

Knowledge of basic payroll accounting procedures

Ability to maintain accurate and auditable records

Ability to use software to create spreadsheets, databases and perform word processing

Proficiency in keyboarding and file maintenance

Ability to work with numbers in accurate and rapid manner to meet established deadlines

Effective organizational, communication and interpersonal skills

Experience:

Three years of payroll accounting experience

Experience using fully integrated ERP systems

Major Duties and Responsibilities:

Prepare accurate district payroll for distribution to employees following established procedures

Balance payroll earnings and deductions; initiate related transfers of funds and deposits

Maintain district payroll registers, employee payroll information and other original documentation in an orderly and accurate manner in accordance with state, federal and district requirements

Prepare and post all payroll changes including payroll deductions, salary changes, termination and new employee information

Job Title: Specialist Payroll

Update all voluntary and legal deductions

Create check files for payment of payroll liabilities

Process all supplemental pay requests

Assist with preparation and submission of payroll reports and forms including those required by Internal Revenue Service, Texas Workforce Commission, Texas Retirement System, Federal Insurance Contributors' Act (FICA), Medicare and Workers' Compensation Commission

Work cooperatively with human resource department, principals, department heads, campus and department secretaries, and employees to ensure accuracy of information reported; resolve payroll problems and inquiries

Maintain confidentiality of information

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Equipment Used:

Copier, calculator, personal computer, scanner, printer, folding machine and shredder

Working Conditions:

Mental Demands:

Reading; ability to work with numbers in an accurate and rapid manner; ability to communicate effectively (verbally); ability to meet established deadlines; ability to maintain accurate and auditable records; maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 08-01-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Job Title: Specialist Payroll

Employee Signature: _____ **Date:** _____