

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Payroll Specialist
Job Family: Financial Services
Department: Finance
Typical Work Year: 12 months

Pay Grade: Classified, Range 16
FLSA Status: Non-exempt
Prepared Date: July 15, 2013

SUMMARY: Accurately and efficiently process and distribute payroll checks in accordance with federal and state laws and District policies. Generate PERA, unemployment insurance, federal, state, and local tax reporting, in addition to maintaining current employee benefit records. Foster a professional environment that leads to continuous improvement efforts in the payroll and finance departments.

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.*

- | | | |
|---------|-----|---|
| M | 40% | Process payroll for support staff, certified, managerial/technical, administrative, adjunct, and temporary employees. |
| M | 3% | Processing garnishments/tax levies in compliance with all legal requirements |
| D | 6% | Update employee records. |
| M | 10% | Submit payroll taxes and other deduction payables. |
| M | 2% | Reconcile payroll accounts |
| A | 3% | Prepare and distribute W-2s for District employees. |
| D | 10% | Maintain employee benefit records for Health, Dental, Vision and supplemental coverage |
| D | 25% | Maintaining and fostering positive and professional employee contact. |
| Ongoing | 1% | Perform other duties as assigned. |

EDUCATION AND TRAINING: High school diploma or equivalent, plus training and/or technical courses in payroll and accounting. Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential job duties and responsibilities of the position.

EXPERIENCE: 3-5 years of experience in payroll processing, including general accounting. Experience in employee benefits including health, dental, and vision preferred

CERTIFICATES, LICENSES, & REGISTRATIONS: None required.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Knowledge of payroll procedures
- Knowledge Generally Accepted Accounting Principles (GAAP), and tax laws and regulations preferred
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, email, etc.
- Operating knowledge of and experience with Microsoft Office Suite.

- Operating knowledge of and experience with ten-key adding machine.
- Operating knowledge of current district financial programs preferred; required within 3 months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Payroll/Benefits Manager; Executive Director of Finance

Direct Reports: This job has no supervisory responsibilities

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for entering journal entries related to payroll transactions.

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			
	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			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	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			
	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			
	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	
Moderate	X
Loud	
Very Loud	