



HUMAN RESOURCES

CAPE GIRARDEAU PUBLIC SCHOOLS



Job Title: Payroll Specialist

Terms of Employment: 12 month contract; 240 days

FLSA Status: Non-Exempt

Reports To: Human Resource Coordinator

Brief Description of Position:

Under general direction of the Human Resource Coordinator, the Payroll Specialist is responsible for providing support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and/or requests for data and/or reports; and providing timely and accurate payroll production.

Required Qualifications:

- Associate degree or 60 hours of college credits in Accounting or related fields preferred or equivalent training.
- A minimum of four (4) years of experience in payroll.
- Ability to assume responsibility, display initiative and exercise good judgment.
- Demonstrated capacity to contribute to a team working environment and collaborate with co-workers to solve problems and create a positive and professional work climate.
- Ability to contribute to the success of the department of human resources and eagerness to improve operations.
- Able to perform multiple tasks simultaneously with interruptions.
- Understanding of the basic principles of accounting and payroll operations, an absolute commitment to confidentiality and privacy, and a dedication to customer services.
- Commitment to the accurate processing of detailed employment information required.
- Verbal and written communication, interpersonal, organizational, analytical, and strong math/accounting skills.
- Operating knowledge of and experience with microcomputers, Microsoft Office, fax, email, and copiers.

Essential Duties and Responsibilities:

- Maintains a variety of payroll information, files and records (e.g. labor agreements, eligibility policies, time cards, staff leaves and absences, deduction cards, benefits, retirement information, payroll authorizations, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors assigned payroll activities for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Establish employee's work records in SISFIN.
- Acts as SISFIN web portal manager.
- Oversees a variety of processes (e.g. timesheet input, posts and maintains leaves and vacation accruals, garnishments and reconciliations) for the purpose of compliance within district, state, and federal mandates.
- Prepares reports, filings, correspondence and other written materials (e.g. monthly payroll reports, transmittal memos, W-2's, 941, tax filings, Missouri New Hire reporting, JOLTS Labor statistics, etc.) for the purpose of providing written reference and/or complying with district, state and federal requirements.
- Processes payroll information (e.g. hourly time sheets, withholding information, contracts, verifications of employment, payroll authorizations, benefits, etc.) for the purpose of updating payroll information and/or providing information to various state and federal agencies.
- Researches discrepancies of payroll information and/or documentation (e.g. contract information, W-4 forms, time sheets, leave time, unemployment eligibility, direct deposit requirements, contract adjustments, retro payments, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Responds to written and verbal inquiries (e.g. employment verifications, garnishments, payroll processes, etc.) for the purpose of providing information and/or direction.
- Perform monthly billing reconciliation and payments for the PSRS/PEERS retirement plans.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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. The Board of Education and Administration and/or supervisor have 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.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 2013