

## **Killeen Independent School District Job Description**

**Job Title:** Payroll Analyst  
**Reports To:** Payroll Coordinator  
**FLSA Status:** Exempt

### **SUMMARY**

Assists in all duties and responsibilities designated to the Payroll Specialist and Payroll Coordinator, with primary responsibility of coordinating activities of workers engaged in recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls by performing assigned duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Assists in supervising the operation of the payroll department.

Reviews, or assists review of, newly hired workers' occupations, TRS settings, W-4s and direct deposits for the employee payroll records.

Assists directing the computation of pay according to school district policy.

Assists directing the compilation and preparation of TRS pension monthly reporting and preparing payroll disbursements, Texas OAG payments,, and credit union payments.

Assists with requests for information (Freedom of Information Act) that are processed and maintained by the payroll department.

Assists reviewing and entering legal and voluntary payroll deductions.

Maintains an understanding of the Fair Labor Standards Act and ensures compliance of this act to all payroll processes.

Prepares monthly Department of Labor census reports.

Reviews payrolls and paychecks to ensure accuracy and reconciles payroll liability general ledger accounts monthly.

Develops reports and reporting systems to provide district management with information for decision making.

Assists in the preparation of annual surveys and periodic requests for information by Texas educational groups and school districts.

Studies and standardizes procedures to improve efficiency of the payroll department.

Reviews and processes records of leave pay and nontaxable wages.

Prepares and issues employee payroll and employee paychecks.

Trains campus and department timekeeper editors and approvers.

Attends continuing professional education to maintain knowledge and proficiency on current payroll laws statutes, regulations, and issues.

Assists with assignment of work to staff members.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Assumes all supervisory responsibilities in absence of the Payroll Coordinator.

### **QUALIFICATIONS**

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.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Accounting, Finance or Business Administration and one year of related experience or three to four years of equivalent payroll experience with a TASBO certification of CTSBS or higher.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from members of the board of trustees, administrators, staff, auditors, and the general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **OTHER SKILLS and ABILITIES**

Must be able to operate a computer and working knowledge of Microsoft Office, Excel, Word and PowerPoint preferred. Must be proficient in basic business applications such as Microsoft Office (Outlook, Excel, Word) and in use of the internet.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

### **WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** March 23, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.