

Killeen Independent School District Job Description

Job Title: Payroll Specialist
Reports To: Payroll Coordinator
FLSA Status: Exempt

SUMMARY

Assists in coordinating activities of payroll technicians 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:

Reviews or assists the review of newly hired workers' names, rates of pay, occupations, and modifies wage rates and occupations of employees on payroll.

Reviews payroll over-payment calculations, requests invoices and records payment of invoices.

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

Assists with the compilation and preparation of other payroll data such as TRS reporting, payroll disbursements, processing the Texas OAG ACH file, and credit union payments.

Assists with entering payroll & professional dues deductions.

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

Assists with preparation of government reports.

Reviews payrolls & paychecks to ensure accuracy of pay entries.

Assists with the monthly reconciliation of all payroll liability general ledger accounts.

Provides district management with payroll information for decision making.

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

Reviews procedures to improve efficiency of the payroll department.

Enters restricted leave entries, supplemental pay and nontaxable wages.

Reviews and finalizes employee payrolls and employee paychecks.

Assists in training campus and department time keepers.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

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 or related field with one to two years of equivalent payroll experience required.

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 familiar with word processing, spreadsheets, e-mail, and 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 4, 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.