

PAYROLL SPECIALIST

DEFINITION

Under general supervision, performs a variety of advance technical support functions involved in the processing of the District's payroll. Acts as a resource to others and reviews, verifies and corrects payroll and related transactions; identifies, researches and resolves complex payroll problems; participates in the work of a payroll unit engaged in analyzing, correcting, processing and maintaining payroll records in a timely and accurate manner; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- performs complex and technical payroll operations including payroll audits and reconciliation
- prepares specialized reports and analyses of payroll records and payroll accounting records
- serves as a technical resource for district and school site staff in the area of payroll procedures
- prepares and coordinate quarterly reports for state and federal taxing agencies
- coordinates completion and distribution of W-2 forms and other tax-related forms
- prepares and distributes payroll notices and bulletins
- coordinates collection and reconciliation of fringe benefit accounts, including voluntary deductions
- reviews methods and procedures for tracking sick time, vacation balances, and other payroll related leaves to ensure accuracy and that all laws and regulation are being followed
- participates in 1st Interim, 2nd Interim, and year-end closing procedures; prioritizes workload to comply with County deadlines
- establishes, balances, verifies, adjusts and maintains payroll accounting fiscally related records and reports
- assists District personnel in the resolution of unusual payroll problems, issues and concerns
- receives, reviews and verifies payroll documents and reports for accuracy and adherence to legal

Ability to: Perform complex and technical payroll operations including payroll audits and reconciliation;