

JOB DESCRIPTION
Nogales Unified School District #1

SPECIALIST PAYROLL

Purpose Statement:

The job of SPECIALIST PAYROLL is done for the purpose/s of ensuring the accuracy and compliance of preliminary reports, time sheets, spreadsheets, etc.; assuring accurate program and funds distribution; providing federal, state and district personnel with requested information necessary for providing timely and accurate payment of district employees and directing other employees as may be required.

This job reports to DIRECTOR OF FINANCE

Essential Functions

- Authorizes bi-weekly payments to insurance companies in conjunction with Human Resources Department for the purpose of ensuring ongoing insurance coverage for employees and their families.
- Coordinates preparation of biweekly payroll to include sorting and distributing to sites for the purpose of ensuring the timely and accurate compensation of employees.
- Maintains a wide variety of payroll information, files and records for the purpose of providing an up-to-date reference and audit trail for compliance.
- Prepares bank deposits and written materials (e.g. reports, memos, letters, quarterly payroll taxes, IRS, state payroll reports, unemployment reports, new hire reports to D.E.S., direct deposits, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes employee contributions to insurance payments (e.g. employee contributions, etc.) for the purpose of ensuring employee/family eligibility and payment of premiums.
- Processes payroll information (e.g. time sheets, withholding information, hourly wages, loan/savings information, TSA, extended hours, misc math calculations, etc.) for the purpose of updating information and/or authorizing timely payment.
- Processes revolving account (e.g. athletics, per diem) for the purpose of ensuring accurate accounting of monies and reporting of same.
- Processes student activities accounts (e.g. payment, reconcile bank statement, deposits, purchase orders, etc.) for the purpose of ensuring accurate accounting of various accounts.
- Processes tax contributions (e.g. from employees and community members) for the purpose of ensuring an accurate accounting of monies, reporting to state auditors and reporting to employee and community for tax purposes.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends professional meetings for the purpose of remaining knowledgeable with current regulations and practices.
- Prepares bi-weekly computer spreadsheet for insurance benefit bank account (e.g. health insurance plans, TSA's, workman's compensation, etc.) for the purpose of providing and up-to-date reference and audit trail for compliance.
- Processes tuition payments (e.g. contracts, receipt of monies) for the purpose of ensuring accurate accounting of monies received.
- Reconciles account balances (e.g. bank statements, audit requests, etc.) for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.

- Responds to written and verbal inquiries (e.g. staff concerns) for the purpose of providing information and/or direction.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: record keeping
operating standard office equipment
performing accounting procedures
performing standard bookkeeping
using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: bilingual (english/spanish)
computer operation/skills
office methods and procedures
excel software program
accounting/bookkeeping principles
standard office software
business telephone etiquette

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality
meeting deadlines and schedules
setting priorities
working with detailed information/data
working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 95% sitting, 5% walking, and % standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Classified 8

Job description available upon request