



Littleton Elementary School District Position Description

TITLE: Payroll Specialist

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To perform payroll accounting functions for District employees, process payroll documents and timesheets, and assure the accuracy and timeliness of all payroll activities.

PRINCIPAL DUTIES: (essential functions)

- Processes timesheets, payroll documents, and related transactions in compliance with all applicable Federal, state and District rules, regulations and policies.
- Enters timesheets and payroll data into computer systems, and maintains information system database; enters data, processes transactions, assesses and validates data, compiles documentation.
- Checks timesheets for validity and accuracy of information; reviews source documents for compliance to rules and regulations; determines proper handling of technical transactions within designated limits.
- Maintains records and files associated with payroll systems and related transactions; processes bank deposits; assures accuracy and timeliness of all payroll activities.
- Generates technical payroll reports for government agencies; reviews and makes changes to employee information for taxes and benefit deductions, wage assignments, Federal and state levies, and garnishments.
- Generates various special and recurring reports; assures that all deductions for Federal tax, state tax, FICA, Medicare tax, workers compensation, retirement system, and other deductions are made and submitted to appropriate agencies; updates database and control spreadsheets.
- Responds to questions and resolves payroll issues within scope of authority.
- Assists staff and answers inquiries about payroll records; explains rules, policies, and procedures; provides information within the scope of authority.
- Updates, maintains and organizes electronic and paper files, records, reports and documents.
- Maintains the absolute confidentiality of all records and information.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.
Knowledge of payroll accounting rules and procedures.
Knowledge of applicable state and Federal regulations regarding payroll practices and procedures.
Knowledge of financial accounting and budgeting principles and methods.
Knowledge of the principles of record keeping and records management.
Knowledge of business and personal computers, and spreadsheet software applications.
Knowledge of general office processes and procedures, including payroll administration.
Knowledge of safe work practices.

Skill in maintaining and balancing financial records, ledgers and accounts.
Skill in entering numerical and technical information into a computer system with speed and accuracy.
Skill in maintaining accurate and interrelated financial and technical records.
Skill in performing technical accounting work and mathematical calculations.
Skill in meeting critical time deadlines.
Skill in establishing and maintaining effective relationships with co-workers.
Skill in effective communication, both verbal and written.

PHYSICAL REQUIREMENTS: Light physical demands; standard office environment; frequent to constant use of a personal computer. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 20 pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; AND one (1) year of payroll accounting experience, preferably in a school environment; OR an equivalent combination of education and experience that provides the required knowledge and skill.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver’s License.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____