

School District of Waupaca

Payroll Specialist

Job Description

QUALIFICATIONS:

- 1) High School Diploma, Associate and or Bachelor's degree in related area of concern.
- 2) Knowledge of the district Payroll Accounting System.
- 3) Two years of payroll preparation experience.
- 4) Data Entry experience necessary.
- 5) Experience desirable in Microsoft Word and Excel.

REPORTS TO: Business Manager

GENERAL RESPONSIBILITIES:

Perform all responsibilities necessary to process payroll in a regular and timely manner according to school board policies. Adapt to a variety of responsibilities. Assist in the efficient operation of the school district office. Present a positive image when communicating with community and staff. Properly handle all confidential matters.

ESSENTIAL FUNCTIONS:

- 1) Process semi-monthly payroll for professional, support, substitute, summer school and co-curricular staff.
- 2) Prepares and inputs payroll from contracts, time cards and other source documents.
- 3) Accurately handle payroll for new hires, terminations and staff on leave.
- 4) Research and respond to inquiries from district staff on payroll and time card issues. Take appropriate action to resolve problems identified.
- 5) Prepare documentation and send information electronically to our third-party 403(b) administrator (TPA).
- 6) Process and send direct deposit, tax and retirement payments electronically.
- 7) Cross check leave time to reported payrolls.
- 8) Update employee profile changes such as direct deposit, tax changes, etc,
- 9) Maintain payroll budget spreadsheets.
- 10) Prepares payroll checks, federal and state withholding vouchers.
- 11) Provide payroll liability documentation to accounts payable.
- 12) Confers with Principals, supervisors and staff concerning payroll matters.
- 13) Create and assist in maintaining personnel files.
- 14) Manage court ordered disbursements (i.e. garnishments).
- 15) Distributes pay checks per district plan.
- 16) Process contract adjustments and retro payments.
- 17) Provides secretarial services for the business manager.
- 18) Prepares documents for auditors as requested.
- 19) Orders supplies and equipment for the business office.
- 20) Sorts and distributes incoming and outgoing mail.
- 21) Prepares and files necessary workers compensation claims and reports.
- 22) Answers incoming calls, takes messages and screen calls.
- 23) Acts as back up receptionist.

- 24) When Human Resource Liaison is absent, accepts job applications and answers questions concerning openings within the district.
- 25) Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.
- 26) Approve all time-off requests submitted via ERMA
- 27) Keep record of all time off for all staff
- 28) Payroll reports (Unemployment Compensation, Multiple Wage Site, Quarterly Federal Tax Return 941)
- 29) Maintain confidentiality and loyalty to employer;

OTHER FUNCTIONS:

- 30) Perform other responsibilities as assigned by the Business Manager or Superintendent.
- 31) Promote a positive image of the District at all times.

Adopted: 12/13/16

Revised: