

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 and experience in Payroll Accounting Systems.
- 3) Preferable - two years of payroll preparation experience.
- 4) Data Entry experience necessary.
- 5) Ability to perform Microsoft Word and Excel processing at a high level.

REPORTS TO: Director of Business Services

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) Update employee profile changes such as direct deposit, tax changes, etc.
- 8) Maintain payroll budget spreadsheets.
- 9) Prepares payroll checks, federal and state withholding vouchers.
- 10) Provide payroll liability documentation to accounts payable.
- 11) Confers with principals, supervisors and staff concerning payroll matters.
- 12) Create and maintain all personnel files and adhering to procedure.
- 13) Manage court ordered disbursements (i.e. garnishments).
- 14) Distributes electronic pay checks per district plan.
- 15) Process contract adjustments and retro payments.
- 16) Prepares documents for auditors as requested.
- 17) Orders supplies and equipment for the business office.
- 18) Assist with sorting and distributing incoming and outgoing mail.
- 19) Prepares and files necessary workers compensation claims and reports.
- 20) Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.
- 21) Approve all time-off requests submitted via Frontline software system
- 22) Keep record of all time off for all staff

- 23) Payroll reports (Unemployment Compensation, Multiple Wage Site, Quarterly Federal Tax Return 941)
- 24) Prepare tax forms and reports (W2, 1099, 1094, 1095 etc.)
- 25) Generate and maintain all employment contracts.
- 26) Responsible for all inquiries from outside entities requesting any salary data for comparisons
- 27) Maintain confidentiality and loyalty to employer

OTHER FUNCTIONS:

- 28) Perform other responsibilities as assigned by the Director of Business Services or District Administrator.
- 29) Promote a positive image of the District at all times.

Adopted: 12/13/16

Revised: 9/2019

9/03/20