

**Roswell Independent School District
Job Description**

Job Title: PAYROLL OFFICER

Reports To: ASSISTANT SUPERINTENDENT FOR FINANCIAL OPERATIONS

General Job Description:

Under general direction, process contract employee payroll records, and other required documentation.

Essential Duties and Responsibilities:

1. Complete Performa payroll twice a month for contract employees, includes verification for accuracy.
2. Run payrolls for each pay period including direct deposit requirements, tax deposits bursting/bundling checks for distribution to district employees.
3. Process timesheet payroll monthly, including calculation of hours to pay, balance deductions, and data input.
4. Enter new employees into the EMS system, including contract dates, board approval verification, W-4 accuracy, insurance deduction, and direct deposit.
5. Assist with the reconciliation of flexible cafeteria plans and self-insurance plans.
6. Complete quarterly employee retirement report that includes new and terminated employees.
7. Process education retirement, state taxes, RHCA, and garnishments and submit RISD payment.
8. Provide employment verification for financial institutions and prospective employers; ensure proper release of information forms have been submitted and approved.
9. Address questions from employees relative to payroll.
10. Knowledge of computer systems, including data bases and word processing programs.
11. Maintain confidentiality in sensitive matters.
12. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
13. Work independently with very little supervision.
14. Report to work on time and work no less than 7 hours per day.
15. May be required to perform other related functions as assigned by your supervisor.

Supervisory Responsibilities:

May be required to supervise student worker.

Qualifications:

1. Bachelor's Degree in Accounting, Business Administration, Finance or related field.
2. Two years' experience in accounting or payroll
3. Knowledge of Accounting and Payroll.
4. New legislation affecting payroll and benefit administration.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

PAYROLL OFFICER (CONT'D)

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date