

**Roswell Independent School District
Job Description**

Job Title: PAYROLL SPECIALIST

Reports To: DIRECTOR OF BUSINESS SERVICES

General Job Description:

Under general direction, provide support to the Payroll Officer, process monthly payrolls, process employee leave request.

Essential Duties and Responsibilities:

1. Process employee leave forms and calculate pay docks.
2. Enter new employees into payroll system, including contract dates, W-4 accuracy, and all mandatory deductions.
3. Process timesheet payroll monthly, including verification of contract hours against timesheets, calculation of hours to pay, balance deductions, and data input.
4. Process monthly substitute's payroll.
5. Run Sidney Gutierrez payrolls each pay period including direct deposit requirements, tax deposits, printing and distributing checks to employees.
6. Reconcile and pay monthly insurance billing.
7. Perform backup to Payroll Officer during absence.
8. Perform backup to the Human Resources Insurance Specialist for insurance enrollments and changes.
9. Address questions from employees relative to payroll.
10. Assists with non-payroll related issues in the Business Office.
11. Knowledge of computer systems, including data bases and word processing programs.
12. Maintain confidentiality with sensitive matters.
13. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
14. Work independently with very little supervision.
15. Report to work on time and work no less than 7 hours per day.
16. May be required to perform other related functions as assigned your supervisor.

Supervisory Responsibilities:

None

Qualifications:

1. Bachelor's Degree in Accounting, Business Administration, Finance or related field.
2. Two years' experience in accounting or payroll.
3. 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 mutually 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 SPECIALIST (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