



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Payroll Specialist	Department: Finance & Operations	
Immediate Supervisor's Position Title: Controller	FLSA Status: Non-Exempt	Classification Level: Grade 15
Job Summary:		
<p>Under the direction of the Controller, the Payroll Specialist performs a variety of duties and tasks involved in the processing and generating of the district payroll including maintaining and updating all employee payroll changes, deductions, and benefit information; and for preparing and generating all required state, federal and/or local payroll related reports and reporting requirements.</p> <p>Essential duties outlined below are intended as “representative” or “illustrative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitors, processes and generates the district payroll. Duties include:
 - a) Collecting, verifying, importing and coding all employee timesheets and leave forms.
 - b) Resolves all employee questions regarding payroll issues or discrepancies.
 - c) Enters and inputs all employee timesheet information into the payroll system for payroll processing.
 - d) Runs all computer verifications, proofs, and edits for accuracy. Runs checks and direct deposits.
 - e) Calculates and processes all taxes, tax shelters, garnishments and other payroll deductions. Reports all necessary payroll data for TRA, PERA, IRS, ACH, and Minnesota Department of Revenue or third party insurance vendors. Prepares and submits all state and federal payroll reports.
- Updates all employee information and changes into the master payroll files/schedules.
 - a) Adds new employees, removes terminated employees, updates status changes, leaves, insurance data, lane changes and 403(b) updates.
 - b) Updates all salaries, benefits and deductions at the start of the new fiscal year. Updates extra-curricular salaries and retro calculations, salary settlements, etc., as necessary.
 - c) Answers employee questions regarding payroll, benefits, or related questions.
 - d) Follows data privacy, HIPPA, labor laws, and school policies regarding payroll, and personnel requirements.
 - e) Assists employees in troubleshooting the Employee Access System to access their personal information online.
- Prepares, processes and submits all required or necessary payroll State and Federal reports.
 - a) Prepares and submits IRS, PERA, TRA, ACA and Minnesota Department of Revenue reports.
 - b) Initiates and implements year-end closing procedures. Prepares any required audit reports/summaries.
 - c) Processes W-2's, printing and filing requirements.
 - d) Calculates any retirement, severance, longevity or other payments.
 - e) Prepares annual 403 (b) notices to all employees regarding their eligible match amounts. Updates and verifies

amounts in database.

- Processes accounts payable checks/wires pertaining to payroll (i.e., flex, insurances, TSA's, IRS, garnishments, HRA's, union dues, PERA, etc.).
- Utilizes AESOP software and Skyward to import employee payroll data for substitute payroll processing and recording of staff leave information.
- Performs other duties of a comparable level or type, as required.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

Minimum Educational and Experience:

Requires a minimum of an Associate's Degree in Accounting, Business or related field and a minimum of 3 years directly related experience in payroll processing; or an equivalent combination of education/experience necessary to perform the requirements of the work.

**LICENSE/
CERTIFICATION**

Identify licenses/certification required upon hiring:
None

**ESSENTIAL
KNOWLEDGE AND
SKILLS REQUIRED
TO PERFORM THE
WORK**

Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:

- Accounting functions and district operations as it pertains to payroll processing.
- Laws, rules, regulations and reporting requirements pertaining to payroll processing, payroll tax, deductions, retiree and payroll reporting.
- Bargaining agreement terms and conditions dealing with salaries, pay rates, and benefits related to payroll processing.
- General office and general administrative procedures and operational requirements.
- Office equipment and typical productivity software, databases or customized systems/applications and processes used within the district for processing payrolls.
- Record retention, record/file/database maintenance requirements.
- Data privacy requirements.

Skilled in:

- Explaining written language in collective bargaining contracts pertaining to pay and pay provisions.
- Organizing, storing and retrieving data from multiple files and sources.
- Applying, learning and using computer applications and specialized applications in the generation and processing of payroll/finance related reports.
- Following and applying complex instructions.
- Strong basic math skills.
- Performing related payroll processing functions with attention to detail, precision, and accuracy within established deadlines.
- Implementing accounting payroll routines and procedures necessary to administer payroll processing functions and activities.
- Establishing and maintaining effective working relationships with employees, supervisors,



- department heads, officials, and the public.
- Ability to perform essential functions independently with minimal direction and oversight.
- Performing payroll requirements and responsibilities in accordance with established time frames, reporting deadlines and requirements.
- Interpreting, understanding and applying rules and regulations applicable to payroll taxes, workers' compensation, unemployment, and benefits.
- Maintaining employee master files, records, withholdings, contributions, etc. to prepare and process payroll timely and accurately.
- Preparing required state, federal and county payroll reports.
- Providing assistance to employees concerning payroll and related questions, issues and concerns.
- Identifying operational issues, solutions, procedures or enhancements to improve the processing or accuracy of payroll generation or in meeting changes in legislative requirements or rules.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Amount of Time Spent				
	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*

Unusual or hazardous working conditions related to performance of duties:

Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.

