



David Douglas School District #40

Classified Job Description

PR ACCOUNTING CLERK V - PAYROLL SPECIALIST

Schedule: 8 hours per day / 12 months per year
Class: 20, starts

POSITION PURPOSE

The Payroll Specialist is responsible for the accurate and timely disbursement of payroll checks, benefit payments, and other related payments. Individual performs payroll processing while efficiently managing daily work pressures. The position requires constant concentration on a volume of work that must be completed within a limited period of time and hard deadlines. The Payroll Specialist responds professionally and expeditiously to questions and requests from District employees and "outside customers" by telephone, email and in person. This position is part of a team and duties are cross-trained.

NATURE AND SCOPE OF RESPONSIBILITIES

- Perform full cycle of payroll processing, including but not limited to the items that follow.
- Receive, record, input, and process data required to produce the payroll.
- Review time and attendance system records and imported data to detect and reconcile payroll discrepancies.
- Record employee information, such as exemptions, leaves of absence, transfers and resignations, to maintain and update payroll records.
- Assists with preparation of payroll reports including quarterly federal and state tax reporting, wage and hour reports, PERS/OPSRP, and OEBS.
- Compiles and maintains individual files and records on pertinent payroll data necessary to perform the financial and statistical reports related to assigned area.
- Participate in the development of desk manuals and work instructions, system purging, filing and archiving of payroll information and records.
- Interprets and applies rules, policies, procedures, and regulations to analyze and assure compliance relative to payroll.
- Participate in the development, maintenance and innovation of payroll-related processes and procedures, and related system setup and implementations, with a focus on creating efficiencies.
- Researches, evaluates, and recommends solutions for accounting problems, payroll projects and District policies.
- Keep informed about changes in payroll and deduction-related District policy, District collective bargaining agreements, state and Federal laws, and IRS and Oregon Department of Revenue regulations that apply to the payroll process.
- Respond in a timely fashion to employment verification requests.
- Maintains a high level of ethical behavior and confidentiality when dealing with staff information.
- Interacts with district staff and other agencies in a collaborative manner.
- Perform other tasks (which may require knowledge of other business office job descriptions) as assigned.

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, Business Administration or related field required.
- Three years progressively responsible payroll/accounting experience, prior experience in education institutions preferred.
- Knowledge of principles and practices of public payroll administration. Payroll certifications such as CPP or FPC are desirable.
- Skill in using analytical methods and techniques.
- Ability to apply bookkeeping and accounting principles to the maintenance of payroll records, fiscal records and statements, and to locate, retrieve, verify, interpret and apply moderately complex bookkeeping and accounting records and ability to process data required to produce payroll checks and accompanying reports.
- Ability to maintain the confidentiality of sensitive and confidential information related to personnel, district financial, collective bargaining and legal matters.
- Ability to produce accurate work in a sometimes stressful environment with frequent deadlines and interruptions.
- Ability to work independently, prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
- Ability to post data and make mathematical computations rapidly and accurately, and to follow oral and written instructions with a high degree of accuracy.
- Advanced computer skills including ERP systems and PC applications such as Excel, MS Word, 10-key, copier, and other general office equipment/skills.
- Ability to work harmoniously as part of a team; ability to provide excellent customer service and to communicate appropriately and effectively, both orally and in writing, with customers including agencies and district staff.
- Maintain excellent attendance to meet the ongoing payroll deadlines.
- Must have reliable transportation as this position shuttles between the bus garage and the district payroll office daily.

ESSENTIAL PHYSICAL REQUIREMENTS

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the department. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Ability to use telephone, computer, and other office equipment for extended periods of time.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.