



David Douglas School District #40

CONFIDENTIAL - Job Description

CONFIDENTIAL PAYROLL ANALYST

Schedule: 12 months per year
Range: C

POSITION PURPOSE:

Accurately processes the School District's payroll related payments for taxes, workers' compensation, PERS/OPSRP, union dues and other payroll related contributions and deductions under the supervision of the Accounting Manager and Director of Administrative Services. Work with vendors and government agencies to perform maintenance, implement upgrades and provide feedback to software and system providers. This position is part of a team and duties are cross-trained.

NATURE AND SCOPE OF RESPONSIBILITIES:

- Performs complex payroll accounting functions for an organization with 1000+ FTE over multiple program areas. Acts as lead analyst for monthly payroll processing.
- Prepares estimates, statements, impact studies and analysis based on sound evaluation methods.
- Inputs data into the time and attendance module of the enterprise system.
- Coordinates and reviews data input by others to ensure accuracy of payroll and compliance with laws, policies, controls, and procedures. Balances and reconciles payroll.
- Prepares and reviews payroll reports including quarterly federal and state tax reporting, wage and hour reports, garnishments, PERS/OPSRP, and OEGB.
- Compiles and maintains individual files and records on pertinent payroll data necessary to perform the financial and statistical reports related to assigned area.
- Maintains payroll system control tables to ensure accurate payroll data and compliance, and assists in software upgrades and replacements.
- Provides technical assistance and training to payroll staff and District end-users including development of desk manuals and work instructions, system purging, and archiving of payroll information and records.
- Applies conceptual and analytical techniques while conducting complex studies and analysis such as collective bargaining cost and impact studies for the Director and Accounting Manager.
- Researches, evaluates, and recommends solutions for accounting problems, payroll projects and affected District policies.
- Develops and coordinates daily, monthly and annual payroll processing schedules.
- Interprets and applies rules, policies, procedures, and regulations to analyze and assure compliance relative to payroll
- Interprets and applies PERS/OPSRP rules, policies and procedures and assures compliance for all District PERS/OPSRP accounts. Researches employee work history

to determine PERS/OPSRP eligibility and related issues, compiling past year invoice data, verifying outcome, and preparing and remitting payment to PERS/OPSRP.

- Provides ERP HRIS and PRIS monitoring and support to assure that systems are operating correctly. The District currently uses the Infinite Visions enterprise platform supported by Tyler Technologies.
- Provides excellent customer service to district inquiries regarding payroll issues.
- Performs related duties consistent with job description and assignment.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Human Resources, Business Administration or similar field preferred or enrollment in a program with ability to attain degree in two years.
- Five years of 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.
- Ability to produce accurate work in a sometimes stressful environment with frequent deadlines.
- Skill in using analytical methods and techniques.
- Demonstrated ability to establish and maintain high profile, collaborative working relationships across teams, functions and layers with district staff, outside agency representatives, and the general public. Ability to exercise confidentiality, tact and independent judgment.
- Excellent enterprise reporting system technical skills, experience with Microsoft Office software, Infinite Visions and advanced Excel skills preferred.

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 building. 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.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.

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.