



Job Description

Payroll Specialist

<u>Position:</u>	Payroll Specialist
<u>Summary:</u>	The Payroll Specialist is responsible for the preparation, recording, disbursing, and reporting of payroll transactions. This position is a 52 weeks per year and 40 hours per week.
<u>Salary and Benefits:</u>	\$52,284 - \$81,456 – Competitive Package – Commensurate with education and experience plus health, dental, vision, and life insurance.
<u>Reports to:</u>	Chief Financial Officer

Essential Duties and Responsibilities

Note: *These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not constructed as an exhaustive list of all duties that may be performed by such a person.*

Duties and Responsibilities

1. Perform daily payroll related operations.
2. Reconcile payroll prior to transmission and validate confirmed reports.
3. Manage workflow to ensure all payroll transactions are processed accurately and timely.
4. Understand proper taxation of employer paid benefits.
5. Process correct garnishment calculations and compliance.
6. Execute time sheets and attendance processing and interface with payroll.
7. Process accurate and timely year-end reporting when necessary.
8. Prepare quarterly 941 tax returns for federal, state, and FICA.
9. Coordinate fiscal and calendar year-end processing of payroll, including supplemental payrolls, W-2 and other tax forms, and other government required documentation.
10. Enforces established payroll related policies, procedures, and regulations.
11. Ensures timely reporting and payment of the employer's and employees' withholding taxes and miscellaneous withholdings to appropriate agencies.
12. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
13. Manage and guarantee semi-monthly disbursement of payroll, including garnishments, benefits and taxes consistent with federal and state wage and hour laws.
14. Ensure systems are set-up and updated to reflect out current employee base, including wages, benefits, sick and vacation time in line with contracts.

15. Maintaining confidentiality concerning personnel actions, legal actions, termination and non-renewal documents, and organizational plans.
16. Completes all Office of Retirement Services (ORS) reporting.
17. Responsible for Affordable Care Act reporting and annual form distribution.
18. Prepare and posts payroll related journal entries.
19. Coordinates employee accounting codes with Human Resources for proper Registry of Educational Personnel (REP) reporting.
20. Assists with information gathering for financial, ORS, workers compensation and any other audits or third-party reviews.

Qualifications:

1. Bachelor's Degree in Accounting is preferred.
2. Previous experience with payroll, accounting systems, and electronic spreadsheet development.
3. Payroll Specialist Certification (MSBO) is preferred

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time. The employee must occasionally lift and/or move up to 25 pounds of files, paper, or other related equipment or supplies. These is occasional stooping, bending, and reaching. Close vision is required to perform computer related tasks.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

Grand Ledge Public Schools shall provide equal opportunity and shall not discriminate in matters of employment or enrollment on the basis of age, religion, race, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, color national origin, gender/sex, sexual orientation, gender identity, disability, height, weight or marital status in its programs, services or activities.