



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**  
Payroll Specialist

**Department:**  
Human Resources

**Unit:**

**Immediate Supervisor:**  
Director of Human Resources

**Grade Placement:**

**FLSA Status:**  
Non-exempt

### **Job Summary:**

Under the direction of the Director of Human Resources, the Payroll Specialist is responsible for completing all payroll processes, updating and recording employee data and performing other general accounting functions. Duties of the position include processing accurate payrolls, administering the time and attendance system, remitting payments, filing quarterly and annual reports, tracking paid time off balances, maintaining personnel data and providing exceptional customer service to the department's internal and external customers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Processes payroll for all employees.
  - Sorts, reviews and processes all employee timesheets.
  - Creates, reviews and balances leaves and imports into SMART HR.
  - Calculates and schedules pay deductions and compensation changes
  - Reconciles payroll to the general ledger.
  - Electronically submits payroll deductions to vendors and direct deposits to staff
  - Remits tax and wage garnishment payments
  - Completes and files quarterly and annual payroll tax returns
  - Prepares printed direct deposit forms and payroll checks.
  - Maintains all payroll forms, records and files.
  - Produces accurate substitute teacher system download for interface with payroll to record teacher time off and calculate substitute teacher pay.
  - Reports new hires to the State of Minnesota
  - Determines retirement eligibility (TRA & PERA) and activate employees who qualify. Monitor part time employees and substitutes for eligibility.
  - Calculate retro pay as needed
  - Track student employees and graduation dates
2. Serves as the district contact for Time Clock Plus updates, maintenance and training.
  - Monitors clocking records for all employees in the program
  - Supports edit assistants and employees with issues and corrections as needed.
  - Track and balance leave requests with Aesop
  - Electronically export clocking records to SMART HR for payroll processing.
3. Tracks and Maintains records for employee leave benefits (sick, personal, bereavement, vacation, etc.)
  - Manually enter leave through Leave Request forms and electronically through the AESOP system.
  - Assists staff with leave-related questions and implements changes resulting from employee negotiations.
  - Calculates vacation and sick accrual on a monthly basis in SmartHR

*Revised: 9 November 2022*

Responsible for tracking and maintaining all leave balances

4. Closely monitor staff contracts and work assignments
5. Assists the Human Resources Director in maintaining accurate records in the Smart HR database.
6. Assists the Human Resources Director with various reports and required reporting.
  - Receives requests for verification of employment and other background information regarding current and former employees. Verifies requests are legitimate and conform to appropriate data privacy definitions and provides completed reports to appropriate institutions requesting information.
  - Provides nine month average of hours worked to assist in determining staff benefit eligibility
  - Provides support to internal and external clients regarding human resource inquiries.
7. Attends training and workshops to keep abreast of changes in state and federal laws and regulations.
8. Performs other duties as assigned.
9. Attends work regularly and punctually.

### **EDUCATION AND KNOWLEDGE REQUIREMENTS**

#### **Education Training and Experience Requirements:**

- Bachelor's Degree plus a minimum of 3 years' prior payroll processing experience; Or a combination of work and educational experience.

#### **License/Certification Requirements:**

- No certification or licensure requirements needed to gain entry into the classification.

#### **Knowledge required to perform the essential functions of the job:**

- Knowledge of the overall operations of payroll, benefits and tax reporting.
- Knowledge of Human Resources related federal and state laws.
- Proficiency regarding the use of Smart HR software.
- Knowledge in basic mathematics and accounting.
- Knowledge of bargaining agreement terms and conditions including salaries/pay rates and benefits.

### **WORK SKILLS AND CHARACTERISTICS**

#### **Skills required to perform the essential functions of the job:**

- Skilled in establishing and maintaining effective working relationships with employees, supervisors and administration.
- Ability to interact and communicate effectively with internal and external individuals.
- Applying and following district payroll and recording keeping operations in the maintenance and processing of district payroll.
- Skilled in preparing, verifying, compiling and generating a variety of payroll reports, forms and information required by state or federal agencies.
- Skilled in updating and maintaining department personnel records and data.
- Skilled in maintaining confidentiality.
- Skilled in time management and organization.
- Performing work assignments requiring attention to detail, precision and accuracy and in accordance with set deadlines.
- Proficient in the use of excel and google docs.
- Proficient in the use of technology.

## PHYSICAL REQUIREMENTS

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

Light work. Exerting up to 25 pounds of force occasionally, up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.