

Job Description

Title: Payroll Specialist

Reports to: Accounting Manager

General Summary: Compiles and maintains payroll records, processes and distributes payroll checks and preparing various reports as required.

Essential Functions:

1. Maintain accurate payroll data by auditing time cards, supplemental pay requests, and other information, reviewing benefits and calculating withholdings. Prepare, record and process monthly and biweekly payrolls.
2. Submit ACH (direct deposit) for monthly and biweekly payrolls.
3. Prepare retirement, federal and state tax withholding, and insurance reports.
4. Maintain, balance and prepare journal entries, as needed, for all deductions including, but not limited to, retirement, insurance, garnishments, savings bonds, tax sheltered annuities, Section 125, Millard Education Foundation and United Way.
5. Create invoices needed for payroll liabilities and processes payments.
6. Assist Accounting Manager to assure accuracy of payroll related general ledger accounts.
7. Communicate with employees, state and federal payroll related agencies and payroll related companies to answer questions, resolve problems and provide other information as needed.
8. Review federal guidelines pertaining to payroll processing.
9. Performs all fiscal and calendar year end procedures.
10. Maintain and update records for employee direct deposits and W4 information.
11. Responsible for the preparation of timecards and labels for hourly employees.
12. Perform other responsibilities as assigned by the Accounting Manager.

Qualifications:

Education Level: High School Diploma or equivalent

Certification or Licensure: None

Experience desired: Minimum three years experience with computerized payroll accounting procedures and reports.

Other requirements:

1. Knowledge of general accounting practices and procedures
2. Well organized and able to work independently
3. Operate 10-key calculator by touch
4. Ability to use personal computer and related software
5. Establish and maintain cooperative relationships with staff and others

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing	X		
2. Walking	X		
3. Sitting			X
4. Lifting <u>25</u> lb max.....	X		
5. Carrying <u>50</u> feet	X		
6. Pushing / Pulling	X		
7. Climbing / Balancing	X		
8. Stooping / Kneeling / Crouching / Crawling	X		
9. Reaching / Handling	X		
10. Speaking / Hearing			X
11. Seeing / depth perception / color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____