

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Payroll Specialist

**Wage/Hour Status:** Nonexempt

**Reports to:** Payroll Supervisor

**Clerical/Technical Pay Grade:** 7 (226)

**Dept./School:** Payroll Department

**Date Revised:** 03/31/2022

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**Primary Purpose:**

Preparing payroll for the district, including related reports and deposits. Work with minimal supervision while ensuring accurate and timely preparation of payroll records by following prescribed procedures and regulations.

**Qualifications:**

**Education/Certification:**

High School Diploma/GED

**Special Knowledge/Skills:**

Knowledge of understanding Payroll and basic accounting procedures

Ability to maintain accurate and auditable records

Ability to use calculator (10-key by touch)

Ability to use personal computer and software to create spreadsheets, databases, and do word processing.

Proficiency in keyboarding and file maintenance

Ability to work with numbers in accurate and rapid manner to meet established deadlines in high volume work environment

Ability to resolve payroll discrepancies by collecting and analyzing information to provide appropriate action plans

Effective communication, interpersonal skills and multitask

Administration of employee deductions/benefits

**Experience:**

Two Years payroll accounting experience

**Major Responsibilities and Duties:**

**Payroll**

1. Prepare payroll include regular, special, supplemental and substitute payroll by verifying, calculating, balancing, and processing employee wages, salaries, hours worked, overtime pay, and determine withholding, deductions, and net pay.
2. Maintain district payroll registers, employee payroll information, and other original documentation in an orderly and accurate manner.
3. Prepare and process ACH files, positive pay, and other online banking transactions for approval.
4. Assist with processing monthly employee deductions such as child support and other payroll garnishments.
5. Communicate with human resource department, campus secretaries, and employees to ensure accuracy of information reported: resolve payroll problems and inquires.
6. Respond to requests from financial institutions regarding verification of employment.

7. Assist in training employees on Skyward employee access, W4 and direct deposit online forms and resolving issues.

### **Benefits Support**

8. Assist in conducting benefits orientation meetings and enrollment of new employees in benefits plans.
9. Assist with annual open enrollment process, including making group presentations and preparing and distributing, and receiving forms. Process all employee benefit enrollment and change forms within required time limits to meet payroll deadlines.
10. Assist with preparing, verifying and reconciling monthly premium statements for all group insurance policies including balancing and submitting billing statements for payment.
11. Assist with preparation of benefits handbook, including word processing, coordinating printing, and distribution.

### **Data Entry**

12. Prepare and post all payroll changes including deductions, salary changes, termination, and new employee information and assist with data entry.
13. Make necessary adjustments for FMLA and Workers Compensation.
14. Create and maintain forms for payroll online onboarding process.
15. Assist in updating and maintaining payroll information on district website.

### **Records and Reports**

16. Prepare and submit payroll reports and forms including those required by Internal Revenue Services, Texas Workforce Commission, Texas Retirement System, Federal Contributors' Act (FICA), Medicare, and Workers' Compensation Commission.
17. Maintain physical and computerized files including payroll records.
18. Generate/create payroll, time off, and comp time balance reports as requested by Administration.
19. Active participation in updating, improving, and documenting processes and procedures.

### **Other**

20. Maintain confidentiality of information.
21. Follow district safety protocols and emergency procedures.
22. Complies with policies established by federal and state law, State Board of Education rule and the local Board of Trustees in pursuing the mission of the school district.
23. Participates in staff development training programs to improve job performance and overall goals aligned with the districts score balanced scorecard.
24. Participates in meetings and special events as assigned.
25. Has regular in person attendance and complies with notification procedures for absences.
26. Perform other duties assigned

**Supervisory Responsibilities:**

None

**Equipment Used:**

Copier, calculator, personal computer, printer and shredder

**Working Conditions:**

Mental Demands/Physical Demands/ Environmental Demands:

Work with frequent interruptions to meet established deadline. Repetitive hand motions; prolonged use of computer.

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The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

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Signature of Supervisor/Administrator Date: \_\_\_\_\_