

## POSITION DESCRIPTION

### Payroll Specialist

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Payroll Specialist	<b>Department:</b> Human Resources
<b>Immediate Supervisor's Position Title:</b> Payroll/HRIS Supervisor	<b>FLSA Status</b> <del>Non</del> -Exempt
<b>Pay Grade Assignment:</b>	<b>Bargaining Unit:</b> Executive Employees Association
<b>General Summary of Purpose Of Job:</b> <p>Under <a href="#">the direction of the Payroll/HRIS Supervisor</a>, <del>administrative direction</del>, the Payroll Specialist serves as a subject matter expert and directly manages the comprehensive and accurate execution of the district's payroll operations <a href="#">and the Payroll Clericals</a>. This high-level role involves the meticulous processing of multi-cycle payrolls, detailed financial data management, complex reconciliations, and the completion of all essential tax filings and liability payments. The <del>Senior</del> Payroll Specialist is a trusted point of contact for all payroll-related matters, maintains absolute confidentiality, and ensures strict adherence to all financial regulations. The position demands exceptional precision, strong independent problem-solving skills, and the ability to thrive under pressure with critical deadlines. <a href="#">This position is responsible for supervising the Payroll Clericals.</a></p>	

#### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

<b>Duty No.</b>	<b>Essential Duties: (These duties are a representative sample; position assignments may vary.)</b>
1.	<del>Serves as the lead for</del> <a href="#">Manages</a> the payroll functions, providing expert guidance, support, and direction to other staff regarding complex payroll issues and procedures.
2.	Manages and oversees the bi-weekly and semi-monthly payroll cycles, ensuring accurate data entry, processing, and timely submission for all employee types.
3.	Researches and resolves complex, escalated payroll inquiries from District staff concerning pay, deductions, benefits, time off, and tax implications, acting as the primary point of contact for difficult issues.
4.	Audits and validates all confidential payroll and employee data, ensuring strict adherence to privacy regulations and District policy.
5.	Acts as a subject matter expert on federal, state, and local tax regulations and retirement system implications to ensure accurate withholding and reporting for all employee compensation types.
6.	<del>Oversees employment verifications by accurately responding to external inquiries via phone and written requests, and maintaining detailed records.</del> <a href="#">Manages Payroll Clericals giving daily direction of tasks as well as leadership and training.</a>
7.	Manages and performs complex reconciliations of all payroll-related liabilities, including Federal and State taxes, PERA, TRA, <a href="#">STARs</a> , and other garnishments, ensuring timely payments and accurate reporting.
8.	Develops and maintains the payroll database and employee records through ongoing data validation and auditing, and timely entry of all employee changes.
9.	Coordinates and executes the preparation and submission of all required quarterly and annual tax and wage reports (e.g., Federal 941, MN Unemployment, MN State Tax Withholding), including the annual W-2 process.

10.	Leads the reconciliation process for all payroll inputs, including timekeeping, stipend lists, and compensation inputs, identifying and correcting discrepancies.
11.	Provides backup support for other positions within the <u>Human Resources</u> <del>Payroll</del> Department and performs other related duties as assigned.
12.	Serves as a key collaborator with <u>Human Resources</u> and Finance leadership on special projects, system upgrades, and process improvements to enhance payroll efficiency.
13.	<del>Provide backup support for other positions within the Payroll Department and perform other related duties as assigned</del>

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

#### EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:

X	<b>High school diploma or GED.</b>
	<b>Degree Required:</b> <del>Associate's Degree</del> <u>Bachelor's Degree</u>
X	<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum <del>three</del> <u>five (35)</u> years of progressively responsible experience in payroll processing, financial data management, or a closely related business support role is preferred, OR a combination of education and experience <del>totaling six (6) years.</del>
<u>X</u>	<b>Required Supervisory Experience:</b> <u>Minimum of one (1) year of supervisory experience (or demonstrated leadership experience over technical staff or functions.)</u>

#### PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:

- ~~Minimum two (2) year college degree preferred. Related coursework preferred.~~ Master~~Bachelor's Degree.~~
- Prior experience in Payroll leadership. ~~Experience in coordinating projects, logistics, and training events.~~
- Experience in school district setting preferred.
- Experience in supervising staff who are members of a Collective Bargaining Agreement.

#### LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:

None required.

#### ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK

##### Knowledge

- Expert knowledge of payroll principles, federal and state wage/hour laws, tax regulations, and accounting standards.
- In-depth knowledge of union contracts and their direct impact on payroll processing.
- Demonstrated expertise in an enterprise payroll and HRIS system for complex data management, reporting, and reconciliation.
- Strong understanding of internal controls. ~~and audit preparation processes.~~
- Manages payroll processes and controls to ensure accurate payroll processing.

##### Skills

- Exceptional organizational, analytical, and problem-solving skills for high-volume, complex workloads.
- Superior verbal and written communication skills to articulate complex payroll information clearly and effectively to diverse audiences.
- Proven ability to lead, mentor, and train other staff members.

- Advanced proficiency in data analysis and reconciliation using spreadsheets.

#### Abilities

- Independently analyze, diagnose, and resolve complex payroll and administrative problems.
- Provide effective leadership and direction to the payroll team, fostering a collaborative and efficient work environment.
- Maintain the highest level of confidentiality and exercise discretion with sensitive information.
- Proactively identify opportunities to improve and streamline payroll processes.
- Apply common sense understanding to carry out instructions furnished in written or oral form.
- Develop and maintain effective working relationships.

#### PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√	√	
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
<b>Lift &amp; Carry:</b> Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
<b>Vision Requirements:</b>	<b>Yes</b>	<b>No</b>		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

#### General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

#### General Physical Conditions:

##### Work can be generally characterized as:

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

#### RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

#### SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date

**Job Classification History:**

Prepared by TS 9/2025

Board Approval:

Reviewed/updated:

Reviewed/updated: