

## POSITION DESCRIPTION

### Payroll Specialist

#### SECTION I: GENERAL INFORMATION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                            |
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| <b>Position Title:</b><br>Payroll Specialist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Department:</b><br>Human Resources                      |
| <b>Immediate Supervisor's Position Title:</b><br>Payroll/HRIS Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>FLSA Status</b><br>Non-Exempt                           |
| <b>Pay Grade Assignment:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Bargaining Unit:</b><br>Executive Employees Association |
| <b>General Summary of Purpose Of Job:</b><br>Under administrative direction, the Payroll Specialist serves as a subject matter expert and directly manages the comprehensive and accurate execution of the district's payroll operations. 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 Senior 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. |                                                            |

#### 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.              | Serves as the lead for the payroll function, 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.              | Oversees employment verifications by accurately responding to external inquiries via phone and written requests, and maintaining detailed records.                                                                  |
| 7.              | Manages and performs complex reconciliations of all payroll-related liabilities, including Federal and State taxes, PERA, TRA, 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 Payroll Department and performs other related duties as assigned.                                  |
| 12. | Serves as a key collaborator with HR and Finance leadership on special projects, system upgrades, and process improvements to enhance payroll efficiency. |
| 13. | Provide backup support for other positions within the Payroll Department and perform other related duties as assigned                                     |

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

| <b>EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:</b> |                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| X                                                                                                                                                                                    | <b>High school diploma or GED.</b>                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                      | <b>Degree Required:</b>                                                                                                                                                                                                                                                                                                     |
| X                                                                                                                                                                                    | <b>Required Work Experience in Addition to Formal Education/Training:</b><br>Minimum five (5) 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 totaling six (6) years. |
|                                                                                                                                                                                      | <b>Required Supervisory Experience:</b>                                                                                                                                                                                                                                                                                     |

| <b>PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:</b>                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Minimum two (2) year college degree preferred. Related coursework preferred.</li> <li>• Experience in coordinating projects, logistics, and training events.</li> <li>• Experience in school district setting preferred.</li> </ul> |

| <b>LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:</b> |
|--------------------------------------------------------------------------------------|
| None required.                                                                       |

| <b>ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Expert knowledge of payroll principles, federal and state wage/hour laws, tax regulations, and accounting standards.</li> <li>• In-depth knowledge of union contracts and their direct impact on payroll processing.</li> <li>• Demonstrated expertise in an enterprise payroll and HRIS system for complex data management, reporting, and reconciliation.</li> <li>• Strong understanding of internal controls and audit preparation processes.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Exceptional organizational, analytical, and problem-solving skills for high-volume, complex workloads.</li> <li>• Superior verbal and written communication skills to articulate complex payroll information clearly and effectively to diverse audiences.</li> <li>• Proven ability to lead, mentor, and train other staff members.</li> <li>• Advanced proficiency in data analysis and reconciliation using spreadsheets.</li> </ul> <p><b>Abilities</b></p> <ul style="list-style-type: none"> <li>• Independently analyze, diagnose, and resolve complex payroll and administrative problems.</li> <li>• Provide effective leadership and direction to the payroll team, fostering a collaborative and efficient work environment.</li> </ul> |

- 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%<br>Occasionally | 34-66%<br>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.

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**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Job Classification History:**

Prepared by TS 9/2025

Board Approval:

Reviewed/updated:

Reviewed/updated: