

**WAUNAKEE COMMUNITY SCHOOL DISTRICT**

**PAYROLL SPECIALIST**

Job Description

**QUALIFICATIONS:**

1. High School diploma required, Associate's Degree in Accounting or equivalent training and education beyond high school preferred.
2. Three to five years of payroll experience.
3. Strong organizational, computer and communication skills.
4. Ability to operate office equipment such as copier, fax machine, calculator and multi-line phone.
5. Knowledge of software currently used in the district such as Skyward, Word and Excel.
6. Ability to assume responsibility, display initiative and exercise good judgment.

**REPORTS TO:** Business Manager/Director of Human Resources

**GENERAL RESPONSIBILITIES:**

Perform all responsibilities necessary to process payroll in a regular and timely manner. Adapt to a variety of responsibilities between the Human Resources and Business Office. Present a positive image when communicating with staff members. Properly handle all confidential matters.

**ESSENTIAL FUNCTIONS:**

1. Process semi-monthly payroll for professional, support, substitute, community education, summer school and co-curricular staff. Accurately handle payroll for new hires, terminations and staff on leave. Import sub tracking wage information.
2. Process and send direct deposit, tax and retirement payments electronically.
3. Balance, reconcile, process and mail budgetary checks and reports from payroll run.
4. Process and enter all new hire information for substitute, community education, summer school and co-curricular staff. Import new district staff payroll/contract information from Human Resources and update voluntary payroll deductions, special pays, W4, WT-4, retirement and direct deposit data.
5. Maintain all court ordered disbursements and respond to interrogatives.
6. Comply with all payroll tax requirements, including local, state, and federal regulations and filing local, state and federal payroll tax returns. Process and file W-2 and 1099M wage statements. Work with tax agencies to resolve any outstanding issues.
7. Research and respond to inquiries from district staff on payroll and time card issues. Take appropriate action to resolve problems identified.
8. Establish and maintain payroll files. Update employee profile and payroll deduction changes.
9. Prepare contract adjustments, retro payments and dock reports.

10. Maintain necessary paperwork for the flexible benefits program and tax-sheltered annuities (TSA's).
11. Prepare termination letter, deduction and final pay calculation and benefit election form for Director of Human Resources signature.
12. Maintain payroll budget spreadsheet.
13. Correspond with external (insurance companies, investment corporations, etc.) vendors and internal district staff.
14. Assist district staff and new applicants as needed.
15. Maintain payroll budget spreadsheets.
16. Reconcile monthly payroll bank statement.
17. Provide business manager with journal entries for payroll.
18. Perform annual internal audit of all insurance billings. Prepare materials for external or internal audits.

**OTHER FUNCTIONS:**

19. Perform other responsibilities as assigned by the Director of Human Resources and/or Business Manager.
20. Promote a positive image of the District at all times.
21. Maintain confidentiality and loyalty to employer.

Adopted: 4/22/91

Revised: March 1994  
9/8/97  
January 2004  
October 2006  
June 2007  
August 2009

Waunakee Community School District