

TAMALPAIS UNION HIGH SCHOOL DISTRICT

TITLE: Payroll Specialist

SALARY: Range 24.0 - Classified Salary Schedule

BASIC FUNCTION:

Under the direction of the Chief Financial Official, perform varied payroll clerical work.

ESSENTIAL DUTIES:

Prepare mid-month and special payrolls
Process for payment all hourly timesheets and resolve any discrepancies
Process salary advances, paycheck cancellations, lost paycheck replacements and stale dated checks
Reconcile voluntary deductions with vendor statements
Keep payroll records, balancing such records and checking and correcting irregularities
Assist in making financial and statistical reports of payroll records and accounts
Ensure that payroll practices and procedures meet federal, state and local requirements, collective bargaining agreements and established procedures
Assist in the distribution of W-2 forms to present and past employees each January
Archive digitally all payroll back-up records
Verify employment status and wages when requested
Maintain records and reports pertaining to employee attendance
Assist the Payroll Coordinator with making payroll changes for new school year and with each newly negotiated employee contract
Distribute all paychecks

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

English usage, spelling, grammar and punctuation
School bookkeeping and payroll accounting methods
Reporting procedures for STRS and PERS
Standard office equipment and procedures

ABILITY TO:

Stay current with office technology changes
Establish and maintain cooperative and effective working relationships with others
Be responsible for a program involving complex fiscal record keeping
Interpret business practices manuals and office directives
Simultaneously handle multiple ongoing projects and processes

Communicate effectively both orally and in writing
Work independently with confidential records and materials
Type at a reasonable rate with speed and accuracy
Read and interpret specific rules, policies and procedures
Make arithmetic calculations with speed and accuracy
Analyze situations and adopt a course of action
Solve many problems independently without supervision
Exercise diplomacy and good judgement
Be flexible
Follow the District Disaster Preparedness Plan

DESIRABLE EDUCATION AND EXPERIENCE:

High school diploma (or equivalency)
A minimum of two years of school payroll experience

REQUIREMENTS:

Department of Justice fingerprint clearance
TB clearance

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office setting in an educational environment
Subject to frequent interruptions

PHYSICAL DEMANDS:

Standing or sitting for extended periods of time
Ability to see and read sufficiently to perform required duties
Hearing and speaking to exchange information in person or on the telephone
Dexterity of hands and fingers to operate standard office equipment
Bending at the waist, crouching, kneeling, stooping, climbing and balancing to reach materials
Reaching overhead, above shoulders, and horizontally
Lifting, carrying, pushing or pulling moderately heavy objects (up to 45 pounds)

POTENTIAL HAZARDS:

Exposure to agitated or distressed behaviors from students, parents or community members