**JOB DESCRIPTION FOR: Payroll Specialist**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REPORTS TO: Director of Finance

QUALIFICATIONS: As established by the Board of Education

GENERAL RESPONSIBILITIES:

To maintain efficient and accurate financial records of the Elizabethtown Independent Schools

DUTIES:

1. Receives, verifies and processes payroll for regular, substitute, coaching, extra service and supplemental payroll for assigned district locations.
2. Assumes responsibility for correction of error printouts from the payroll edits and supplementary payroll.
3. Assumes responsibility for reviewing and releasing personnel changes for assigned classified and certified employees; sets-up applicable pay plan, retirement, fringe pay, leave days, and tax withholding; and calculates and processes retro pay due.
4. Assists in receiving and sending payroll documents via the pony; assumes responsibility for all documentation and filing for assigned payroll time reporting and deduction/withholding reporting.
5. Corresponds with employees, designated staff at work sites in the district, vendors and retirement systems to answer payroll related questions and resolve issues.
6. Ensures that assigned deduction/withholdings and direct deposits are set-up and withheld appropriately; ensures that deductions reporting is balanced and submitted by required deadlines; and reconciles applicable liability accounts.
7. Reviews all Benefits Retirement Worksheets and Tax-Sheltered Annuity deferrals for accuracy and processes them in accordance with district and IRS guidelines.
8. Assumes responsibility for verifying salaries paid, completes in-depth payroll research to verify earnings, and makes complex adjustments to the KTRS and KRS annual report.
9. Assumes responsibility for all phases of assigned Kentucky Teachers Retirement Systems and the Kentucky Retirement Systems, reporting and ensuring compliance with all eligibility requirements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ELIZABETHTOWN INDEPENDENT SCHOOLS Page 1 of 2

**JOB DESCRIPTION FOR: Payroll Specialist (Continued)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Calculates, prepares and submits supplementary worksheets to process checks to correct regular pay and to process retirement/separation pay-outs, sick bank days, retro pay, refunds, voids, etc.
2. Stays abreast of statutes, regulations, rules and district policies pertaining to employee pay.
3. Calculates all federal 941 tax returns and ensures state and local taxes have been withheld and filed correctly in a timely manner every month, quarter and year.
4. Is responsible for reconciling payroll on a monthly basis to ensure proper pay to employees and outside vendors.
5. Is responsible for end of fiscal year payroll reconciliation and W-2 printing and distribution.
6. Handles employee verifications of employment and salary verifications for all employees.
7. Serves as support and backup for the Benefits Specialist.
8. Performs other duties as assigned by the Director of Finance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION *May 18, 2015*

ELIZABETHTOWN INDEPENDENT SCHOOLS Page 2 of 2