

**Rapid City Area School District 51-4**  
**JOB DESCRIPTION**

**I. POSITION TITLE:**

Payroll Specialist – Classified Employees

**II CLASSIFICATION:**

Non-Exempt – Clerical (Level V), 12-month work year

**III. QUALIFICATION/REQUIREMENTS:**

- A. Education Level: Minimum of an Associate's degree with a major in accounting, business, a related field preferred or equivalent experience preferred.
- B. Experience: Three (3) years' experience in payroll, preferably in a school district setting or an acceptable combination of education and experience.
- C. Other Requirements: Regular attendance is essential. Knowledge of procedures involved in preparation, verification, maintenance and processing of District payrolls. School district organization, operations, policies and objectives. Possess skills in human relations, and conflict management. Ability to handle multiple tasks, work under pressure and work with the priorities/deadlines subject to frequent change. Complete work with many interruptions. Demonstrate computer skills with working knowledge of common office software and equipment. Understand and carry out oral and written instructions with minimal supervision. Make mathematical computations with speed and accuracy and maintain accurate financial and statistical records. Demonstrate a positive attitude towards people with whom one works. Ability to work cooperatively and willingness to accept instructions and training.

**IV. REPORTS TO:**

Payroll Manager

**V. SUPERVISES:**

None

**VI. BASIC FUNCTION/PURPOSE OF POSITION:**

Prepare, process and distribute payroll and all related reports in an accurate and timely manner as specified by district policy, state and federal laws, rules and regulations. Provide and maintain proper accounting controls over all facets of

payroll, including deductions and fringe benefits. Communicate with outside agencies on relevant school affairs and work toward a positive public image.

## **VII. ESSENTIAL FUNCTIONS AND DUTIES**

- A. Plan, organize, coordinate and participate in the timely preparation and distribution of District payrolls; establish priorities to assure timely and efficient payroll completion. Perform complex advanced-level payroll duties.
- B. Update procedures and record keeping methods as necessary. Maintenance and accuracy of District payroll records; monitor maintenance of mailing lists, files and records. Participate in the research, collection and compilation of data for required report to State agencies.
- C. This position will be the backup and support for the Payroll Manager in the case of absence.
- D. Prepare all payroll accounting transactions in sufficient detail to allow posting to the general ledger.
- E. Respond to and assist in resolving difficult and sensitive requests or complaints; interpret and apply policies, procedures and employee contracts; work with District and site personnel concerning employee payroll issues.
- F. Interpret payroll procedure and policy as it related to negotiated/work agreements. Maintain all leave banks and ensure that all leave records are updated in a timely manner. Provide assistance and data to the Human Resources Office for purposes of Contract Negotiations relating to payroll.
- G. Analyze, interpret and comply with laws, regulations and data as it relates to payroll. Provide technical expertise and respond to questions or complaints from employees regarding interpretation of laws, rules, compensation, employee health benefits and voluntary deductions and contracts governing district payrolls. Respond to employee requests regarding pay status, resolving problems through appropriate channels.
- H. Report any discrepancies or inconsistencies to supervisor for determination.
- I. Prepare complex reports required by district, state and federal agencies. Direct and participate in reconciling payroll errors.
- J. Maintain confidentiality regarding school/workplace matters.
- K. Other duties as assigned.

### **VIII. WORK HOURS / PHYSICAL REQUIREMENTS:**

- A. This is a full-time, non-exempt position. Standard days and hours of work are Monday through Friday, 7:30am to 4:30pm (school year), and 7:30am to 4:00pm (summer). Occasional evening and weekend work may be required as job duties demand.
- B. This position regularly works in an office setting and is primarily sedentary in nature; however, some standing, walking, carrying, bending, twisting and other physical movements may be required on an occasional to frequent basis. Lifting up to 25 pounds may be occasionally required.

### **IX. EVALUATION**

Performance of this position will be evaluated in accordance with provisions of the board of education's policy in evaluation for professional personnel.

### **X. TERMS OF EMPLOYMENT**

Twelve (12) month (260 days) work year. Salary and work year as established by the board of education.

Recommended by:

Date:

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Approved by:

Date:

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The above description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Student Support Manager

Document created: March 2017