



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Specialist (Payroll)**

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|--------------------------------------|--|
| Position Type: <b>Classified</b>     | Department: <b>Payroll/Benefits</b>                |
| Salary Schedule: <b>Classified</b>   | Reports to: <b>Payroll &amp; Benefits Director</b> |
| Salary Range: <b>Range 27</b>        | Location: <b>District Office</b>                   |
| Term of Employment: <b>12 months</b> | Date: <b>April 7, 2021</b>                         |
| Shift: <b>Day</b>                    | Approved by: <b>Human Resources</b>                |

### **POSITION SUMMARY:**

Performs a variety of tasks associated with control of fiscal transactions and the maintenance of books and accounts in the organization's payroll and employee benefits systems. Answers employees' questions and records employee enrollment in benefits and group insurance programs.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Compiles payroll data such as hours worked, taxes, insurance, deductions to be withheld, using employee identification numbers from time sheets and other records.
- Assigns codes according to budget number, distribution of accounts, fund codes, transfers, expenditure corrections and other factors, as specified in instructions.
- Completes PAR's by entering required data into computer files, or computes wages and deductions and posts to payroll records.
- Reviews wages computed and corrects errors to ensure accuracy of payroll.
- Records changes affecting net wages such as exemptions, insurance coverage, retirement, FICA, professional duties and other deductions for each employee to update master payroll records.
- Records data concerning transfer of employees between departments.
- Prepares periodic reports of earnings, taxes, and deductions.
- Keeps records of leave pay and nontaxable wages.
- Prepares and distributes pay.

- Verifies, identifies and records (balances, reconciles) rejected warrants, returned wages, errors and other corrections.
- Provides and receives information requiring some judgment or discretion regarding current and specific business of the work unit, by telephone or by direct personal contact.
- Calculates FMLA hours for employees.
- Prepares and issues contracts, hourly letters and appointments.
- Electronically updates ASRS with new hires, resignations and retirement information.
- Maintains ACR deductions for retirees.
- Maintains workers' compensation information on injured workers for follow-up and provides safety meetings.
- Answers questions regarding benefits such as pension and retirement plan, and all employee group insurance benefits such as life, hospitalization, and workers' compensation.
- Presents a power point and explains insurance benefits to employees and instructs them in completing benefits enrollment via the DVUSD Portal.
- Maintains accurate insurance records and calculates deductions for eligible employees to enable posting to insurance assignments.
- Processes and assists with payment and balancing of insurance premiums.
- Processes Mini Payroll.
- Electronically updates Maricopa County Treasurer with checks and voids.
- Uploads and maintains Federal and State tax changes to be in compliance.
- Maintains and reconciles AEA contributions.
- Maintains Kronos groups, codes and supervisors.
- Runs interface with employee's Kronos hours, leaves and holidays.
- Uploads addendum and processes for payment based on methods of pay.
- Maintains ACA insurance classifications for 1095's.
- Provides employee wages for Board agenda.
- Maintains employee insurance information to ensure Cobra compliance.
- Processes employee's disability claim forms when on leave or on workers' compensation.
- Processes leave/vacation/insurance/addenda for employees separating from employment.
- Assists with the reporting of taxes to the IRS and the State.
- Provides Kronos training to editors.
- Maintains Payroll & Benefits portal page.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- None.

### **SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.
- Knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.

### **CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

### **EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED).
- Nine to twelve months related experience and/or training.
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*