



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Payroll Data Analyst**

Position Type: <b>Exempt</b>	Department: <b>Payroll/Employee Benefits</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Payroll/Employee Benefits Director</b>
Salary Range: <b>5</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>June 10, 2024</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Performs a variety of duties in the processing of payroll for the organization. Requires critical thinking in researching and analyzing data to ensure accuracy and compliance. Duties include: completing and reviewing employees biweekly pay; responding to employee and supervisor questions and resolving routine issues; performing data input; preparing required reports; and maintaining related records.

*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:**

- Supports the Director in the auditing of payroll data entry to ensure proper pay.
- Able to independently facilitate the processing of biweekly payroll, submission and reporting.
- Runs and reviews reports to ensure items such as benefits, deductions, payments, and accounts are accurate.
- Maintains payroll reports for balancing biweekly pay and quarterly reporting.
- Supports the Director in ensuring compliance with all legal and district regulations.
- Researches, analyzes, and responds to inquiries from District employees. Responds to outside entities regarding payroll issues, procedures and District policies. Notifies District employees regarding changes to their salary, paychecks, or payroll procedures, as assigned.
- Maintains and utilizes queries in Employee Management Daily System (EMS) to assist in payroll functions. Analyzes reports to ensure accuracy of special pays and supplemental pays for District employees.
- Completes all "Payroll Specialist" duties for assigned DACs.

- Attends seminars and meetings to keep updated on payroll procedures and shares learned information with payroll staff. Assists with presenting payroll procedures to District staff.
- Collaborates with other district staff in identifying needs and resolving problems regarding software systems that integrate with the payroll system, payroll expenditures, encumbrances, and payroll policies and procedures.
- Develops, prepares, and submits reports for the District, outside agencies, and vendors including federal and state payroll tax and wage reports, employee W-2's, and other required reports.
- Coordinates with internal and external auditors to ensure compliance with state and federal laws and regulations and District policies.
- Performs other job related duties as required.
- Perform pre- and post-payroll audit functions.
- 

**MARGINAL DUTIES:**

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

**SKILLS:**

- Detail oriented
- Ability to analyze complex data
- Problem solving mentality
- Excellent oral and written communication skills
- Passion for customer service
- Strong proficiency with Microsoft Office Suite; Advanced knowledge of Microsoft Excel
- Effective and efficient time management and organization skills
- Ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- 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.
- Must maintain a well-groomed appearance.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.

- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

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

**EDUCATION AND/OR EXPERIENCE:**

College preferred. High School Diploma, completion of additional coursework and three years of basic accounting or payroll experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- 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.

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.*