

Fairfield Public Schools

Title: Payroll Specialist

Job Purpose Statement: Performs responsible accounting work in the administration of an automated payroll system Responds to payroll inquiries from departments and employees; and prepares specified state reports.

Supervision Received: Receives general direction from the Director of Finance and Business Services who outlines general policies. Receives task supervision from the Accounting Coordinator and the Business Systems Analyst who reviews work for conformance with standards. Performs duties on own initiative, exercising judgment and tact.

Performs special assignments for supervisors in developing financial information. Assembles and projects payroll information for budget building, collective bargaining unit negotiations and related special reports to the Board of Education.

Supervision Exercised: Not applicable.

Essential Job Functions:

Reviews and prepares payroll information for entry into an automated payroll system. Performs all facets of payroll operations, including, but not limited to, salary and pension calculation, payroll balancing, paycheck production and distribution.

Works closely with both the Insurance and Human Resources departments to ensure pay and deductions are in place on a consistent basis for new hires, terminations, retirements, LOA's, any changes, etc...

Responds to questions concerning all aspects of payroll, and resolves problems as necessary. Maintains payroll and deduction records for accuracy and the purpose of providing an audit trail history. Prepares monthly submission of Connecticut TRB reports, maintaining accuracy from year to year for the purpose of assuring state compliance.

Prepares and maintains non-routine payroll features for temporary, intermittent and seasonal employees. This involves the set up and maintenance of government deductions (FICA, FICA Alternative) and hourly information for the Affordable Care Act (ACA).

Maintains employment information, non-certified pension and retirement information, implements wage garnishments and IRS wage levies.

Prepares historical information for Connecticut and other states for the purpose of STRB pension buybacks and certification verification.

Organizes and calculates retroactive payments for large employee groups backdated multiple years.

Balances, prepares and submits Federal and State W2's.

Incidental Job Functions:

Performs office administrative duties. Files documents in accordance with established procedures. Sets up and maintains office files as needed.

Operates standard office equipment, such as computer, copy machine, printers, scanners and adding machines.

Performs other related duties as directed.

Knowledge, Skills and Abilities: Good working knowledge of payroll principles, methods and practices; working knowledge of accounting principles and methods, and ability to apply and adapt established methods to varied financial transactions. Working knowledge of Board of Education procedures, rules, and payroll structures. Ability to apply principles of payroll administration to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to maintain financial records of some complexity and to prepare reports and statements. Ability to write routine department financial reports. Ability to perform detail work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to respect confidentiality of privileged information. Working knowledge of modern office equipment, practices and procedures. Have a demonstrated competency in spread sheet, word and data processing, including ability to work in central computing systems. The Board of Education currently uses the MUNIS system with the Personnel Actions component; familiarity a plus. Ability to establish and maintain effective working relationships with other employees and the public.

Minimum Qualifications Required: A high school diploma and three years of increasingly responsible payroll, bookkeeping or accounts clerical experience; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Physical Exertion/Environmental Conditions: Performs duties in an office environment. Routinely and intermittently exposed to computer screen. May be required to lift light to medium weights, for example, ledgers, office supplies, etc. Some degree of stress in meeting payroll deadlines, and in responding to payroll questions from staff members, which, at times, are of an urgent nature.

Bulletin: The job of Payroll Specialist requires a working knowledge of payroll administrative procedures, computer spreadsheet applications, and the ability to meet deadlines. The Specialist must be a self-starter, have good organizational abilities, strong computer, mathematical and analytical skills and be sensitive to the issues of personal income and privacy. He or she must have the ability to work closely with the second Payroll Specialist with a strong willingness to share duties in order to meet deadlines.

7/1/97

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