

ACCOUNTING SPECIALIST III PAYROLL SPECIALIST

The Accounting Specialist III/Payroll Specialist, under the supervision and direction of the Chief Financial Officer, is responsible for the management of the Payroll Department.

Specific Responsibilities

1. Reconcile monthly invoices for all USABLE and Minnesota Life policies.
2. Manage open enrollment for all employees, as well as set up deductions for different policies including teacher retirement.
3. Reconcile APERS monthly on-line reporting.
4. Complete on-line quarterly wage reporting.
5. Run reports in Cognos, Fund Accounting, Personnel Budgeting, and Human Resources.
6. Build and set up salary schedules, calendars, pay codes, and job classes.
7. Create new employee contracts annually.
8. Enter all information in Personnel Budgeting for the Chief Financial Officer to complete reporting for the district budget.
9. Assist the Assistant Business Manager and auditors when needed.
10. Maintain human resources APSCN tables including salary schedules.
11. Pay all monthly paid employees as well as assist and supervise the bi-weekly payroll.
12. Resolve any discrepancies with bi-weekly payroll.
13. Calculate timesheets, including any overtime and weighted overtime.
14. Process garnishment requests, enter any dockings and educational increases throughout the year, and run payroll contract reports before every payroll to check for discrepancies.
15. Manage all vehicle benefits.
16. Calculate, load, and run all payrolls.
17. Advise and enroll new employees on all paperwork, including all BSD procedures and policies in Section 7, "Business and Financial Management."
18. Manage new employee meeting in July for any new employees.
19. Enter "blue sheets" given to the Payroll Department by the Assistant Superintendent for Human Resources to process contracts.
20. Calculate and complete all employee retirement reports/APERS and quarterly wage reporting.
21. Maintain employment verification forms and employee sick, personal, and vacation leave.
22. Create new calendars for all job classes.

23. Supervise and manage all personnel budgeting for the district.
24. Create all contracts for classified and licensed employees.
25. Supervise and complete all raises and bonuses given during the year, as well as set up pay codes and budget units.
26. Work closely with the Chief Financial Officer and the Assistant Superintendent for Human Resources with any new hires and contracts.
27. Assist the accounting staff with supplemental benefits, accounting functions, and troubleshooting.
28. Assist the Chief Financial Officer with fiscal and calendar year-end reports and statements.
29. Perform other duties as assigned.

2/23/15