

<b>Job Title:</b> Payroll Specialist	<b>Wage/Hour Status:</b> Hourly
<b>Reports to:</b> Payroll Manager	<b>Pay Grade:</b> 306
<b>Dept/School:</b> Financial Services/Payroll Office	<b>Date Revised:</b> August 30, 2021

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**Primary Purpose**

Perform complex clerical work related to the preparation and control of the district's payroll and financial resources. Provide customer service for divisions of financial services. Coordinate front desk activities to include distributing correspondence and redirecting phone calls.

**Qualifications**

**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education

**Special Knowledge/Skills**

- Passing score on District's clerical test
- Excellent organization, communication, public relations and interpersonal skills
- Knowledge of computers and software applications
- Ability to simultaneously multitask various duties

**Experience**

Three (3) years' experience in payroll or accounting

**Major Responsibilities and Duties**

1. Provide customer service to Financial Services incoming visitors.
2. Assist in reconciliation to the General Ledger and vendor invoices for accuracy and payment.
3. Maintain employee W-4, and direct deposit information.
4. Communicate with employees regarding sensitive issues relating to deductions and garnishments
5. Provide assistance to employees regarding payroll deductions.
6. Prepare paychecks for distribution.
7. Provide clerical assistance to the Payroll Manager and department staff.
8. Open and route incoming mail and answer routine correspondence.
9. Assist in preparation of payroll.
10. Serve as a cross-trained member of other payroll staff.
11. Maintain files and records for the payroll system.
12. Tabulate and post statistical or numerical data to records.
13. Maintain optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
14. Use judgment and discretion in planning work details.
15. Place stop payments on lost, misplaced, or stolen payroll checks.
16. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Personal computers, printer, fax machine, copier, and calculator

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

**Terms of Employment**

221 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are notan exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2829.