

JOB DESCRIPTION

Job Title Payroll Reporting Specialist
Reports to Payroll Manager
Dept/School Financial Services/Payroll Office

Job Title Code 416724
Wage/Hour Status Non-Exempt
Pay Grade 306
Date Revised April 21, 2025

Primary Purpose

Perform complex clerical work related to the preparation and administration of the district payroll, TRS submission and financial resources.

Education/Certification

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

Special Knowledge/Skills

- Passing score on District's clerical tests
- Excellent organization, communication, public relations, and interpersonal skills
- Proficient with payroll software, spreadsheets, and word processing applications
- Ability to multi-task various duties simultaneously
- Knowledge of payroll, Teacher Retirement System (TRS), garnishments, and benefits and distribution
- Mathematical and calculation skills
- Excellent attention to detail

Experience

- Three (3) years related experience

Major Responsibilities and Duties

1. Provide customer service to Financial Services Department incoming visitors.
2. Assist with front desk operations in Financial Services Department.
3. Reconcile deductions to general ledger and vendor invoices for accuracy and payment.
4. Maintain Employee W-4, and Direct Deposit information.
5. Coordinate with Employee Benefits department to ensure accurate payroll deductions.
6. Communicate with employees regarding sensitive issues relating to deductions and garnishments.
7. Communicate with Procurement and School Resources Department to ensure timely entry of new vendor requests.
8. Communicate with third-party administrator(s) regarding deduction errors.
9. Prepare, update, and distribute information for payroll disbursements.
10. Assist in the reconciliation and submission of TRS, Electronic Federal Tax Payment Service (EFTPS), Form 941, W-2, and Texas Workforce Commission.
11. Assist in the preparation of payroll by ensuring the accuracy of employee deductions.
12. Maintain optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
13. Use judgment and discretion in planning work details.
14. Support goals and objectives of the district.
15. Maintain confidentiality regarding personnel information.
16. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

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Equipment Used

Personnel 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 a computer.

Terms of Employment

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

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
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Date: _____

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

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.