

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

**PAYROLL SPECIALIST**

POSITION: Payroll Specialist  
REPORTS TO: Coordinator of Fiscal Services  
LOCATION: Department of Fiscal Services

**NATURE OF WORK:**

The Payroll Specialist is responsible for planning, organizing, and controlling all aspects of the school district's payroll function. This includes, but is not limited to, administrative duties involving the development and maintenance of payroll systems, internal controls and records, and the supervision of the day-to-day payroll processing operations and related accounting entries within an automated systems environment. Also coordinates related requirements of government agencies such as Internal Revenue Service, Maryland State Retirement Agency, Social Security Administration, and Maryland Department of Education with the school district's payroll system.

**ESSENTIAL FUNCTIONS:**

The essential functions of this position include, but are not limited to, the following fundamental duties:

- Carry out full range of duties involved with payroll services; process bi-weekly payroll for all employees using computerized system;
- Establish work measurement and work product quality controls related to payroll, ensure accuracy and timeliness of work within established time frames;
- Ensure that payroll operations are accomplished without delay consistent with provisions of governing directives;
- Coordinate work flow and procedures between payroll and the Department of Human Resources; assign priorities and deadlines;
- Serve as a communication link (both verbal and written) between the Department of Human Resources, principals, directors, office managers, supervisors, and employees;
- Prepare and report various payroll information to third parties including but not limited to W-2's, 1099's, 941 quarterly payroll tax returns, and State Retirement reports; and
- Maintain accurate payroll files for all school district employees to be used for staffing, negotiations and budgeting; verify correct start dates, step and range placement, pay options, deductions, rate of pay, account codes and annual salary.

**DUTIES AND RESPONSIBILITIES:**

- Interact with management information systems personnel on a regular basis to develop or modify software programs for payroll processing applications;
- Answer telephone calls and emails; responding to requests for information;
- Process salary verification requests;
- Analyze, calculate and determine appropriate deductions for wage levies, child support, alimony, or garnishments;
- Process school district approved leaves, resignations, staffing changes, new hires, and budgeting changes;
- Provide payroll training and direction to personnel in various departments and schools;
- Resolve inquiries and complaints from employees arising from interpretations of payroll regulations;
- Approve issuance of special payroll checks;

- Research, analyze, develop and implement changes to payroll related school district policies and procedures;
- Maintain Sick Leave Bank balance; input and maintain approved Sick Leave Bank allotments.
- Perform research and prepare various reports as requested;
- Responsible for the preparation, verification and distribution of payroll checks;
- Keep abreast of changes in local, state, and federal laws and changes in Board policy and union contract language as they pertain to payroll functions;
- Maintain accurate payroll files for all school district employees to be used for staffing, negotiations, and budgeting. This would include verifying correct start dates, step and range placement, pay options, deductions, rate of pay, account codes and annual salary.
- Provide the benefits specialist with correct information on FTE changes, pay options, Leave of Absences, and salary changes.
- Submit payment amounts for Maryland State Retirement, Federal, and State Tax payments;
- Accurately maintain the school district's payroll system to include the correct retirement affiliation, state, and federal tax information, pay rates, association dues, and pretax retirement amounts;
- Monitor payroll system compliance with School Board policy and procedures, union contracts, State Statutes, Maryland State Retirement Agency and Federal laws;
- Collaborate with the association officers to calculate association dues deductions;
- Evaluate the payroll system's internal controls and procedures, recommend changes as needed to ensure the safeguarding of assets; identify and initiate appropriate accounting procedures to prevent or correct errors or irregularities; and
- Complete other duties as assigned by the Coordinator of Fiscal Services.

#### QUALIFICATIONS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary:

- A combination of Five (5) years of professional accounting experience in payroll, utilizing a computerized process, and a bachelor's degree in accounting or a related field; or Eight (8) years of professional accounting experience in payroll utilizing a computerized process, and an associate's degree in accounting or a related field.
- Have current knowledge of Federal and State payroll laws and regulations. Ability to analyze and interpret new statutes and rules and maintain compliance.
- Preference for knowledge of Maryland State Retirement Agency and pension laws and regulations.
- Knowledge of 403(b) laws and regulations.
- Preference for working with various labor contracts with respect to payroll issues.
- School payroll or benefit administration and accounting training.
- Strong knowledge of Microsoft Excel, Internet, and Word.
- Excellent keyboarding and data entry skills.
- Ability to meet deadlines.
- Strong organizational skills.
- Willingness to become a Certified Payroll Professional and maintain status.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 23.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP