

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Payroll Specialist

Supervisor: Assistant Superintendent for
Human Resources
FLSA Status: Non-Exempt **Employee Group:** At-Will

Qualifications:

1. High School diploma or equivalent.
2. Working knowledge of payroll procedures and basic accounting with accurate numerical aptitude.
3. Excellent data entry skills.
4. Comprehensive understanding of Microsoft Office and district specific software.
5. Knowledge of common office software and equipment use.
6. Excellent organizational and communication skills.
7. High degree of confidentiality.
8. Exceptional interpersonal and communication skills, both written and verbal.

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Communicate effectively by phone and in person with parents, staff and community members in a friendly and professional manner.
2. Process employee and substitute payroll, including but not limited to compensation input, time and entry input, processing, distribution, reconciliation of transactions, taxes and reporting of payroll activity.
3. Reconcile and coordinate substitute pay information.
4. Process and distribute checks to vendors, credit union, annuities following payroll run.
5. Reconcile and process monthly employee benefits billings.
6. Process accrual tracking.
7. Assist employees with responses to questions relating to individual payroll discrepancies.
8. Complete monthly quarterly, semi-annual and annual reporting requirements (941, TRS, IMRF, auditing, W-2).
9. Process and coordinate worker's compensation claims.
10. Prepare confidential documents for negotiations.

11. Participate in developing department goals, objectives and systems.
12. Keep current with best practices and requirements as they relate to your job assignment.
13. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.