

Job Title: Payroll Specialist

Supervisor: Payroll Manager/ Internal Auditor

Employment Terms: 12 Months

Salary Range: FLSA Non-Exempt Hourly \$23.22 - \$30.13

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

Collect and verify payroll timesheets for accuracy and input for payroll processing. Provide support to the Payroll Manager. Assist with ensuring compliance with regulations set forth by the Uniform Systems of Financial Records (USFR), Federal, and State as it relates to the payroll operations.

Payroll:

- Establish and maintain good rapport with employees and community.
- Collect and verify payroll timesheets and absence sheets for accuracy.
- Input payroll timesheets and absence sheets to ensure accuracy and timely processing.
- Perform calculations to ensure proper taxation and benefits deductions per payroll.
- May assist in the preparation of financial reports (i.e., labor distribution, payroll related data, contract, IRS/ State guidelines) for the purpose of ensuring accurate program and funds distribution.
- Follows the Department of Labor Laws and the Fair Labor Standards Act (FLSA).
- Perform calculations to ensure proper taxation and benefits deductions per payroll.
- May assist in reporting but not limited to 941s, W-2s.
- Reconcile payroll prior to transmission submittal.
- May upload files for processing and payment (i.e., Arizona State Retirement System, Federal and State Taxes, and Health Equity accounts).
- Reconcile monthly payroll and benefits bank statements.
- Exercise judgement in dealing with confidential information.
- Performs other duties as assigned.

Knowledge and Skills:

- Knowledge of payroll principles, practices, regulations and procedures, preferably in the education environment.

- Skill in reading, interpreting, understanding and applying relevant Federal, state, and district rules, regulations, and policies and procedures as it relates to payroll.
- Skill in evaluating and analyzing technical payroll activities.
- Skill in preparing detailed reports and performing detailed computations.
- Demonstrated working knowledge in Microsoft Office products, i.e., EXCEL.
- Experience/ knowledge of accounting procedures and accounting software processing preferably Infinite Visions Accounting Software and Time Clock Plus.
- Knowledge of applicable Federal, State, county and city statues, rules, regulations, ordinances and district policies and procedures helpful.
- Skill in compiling and tracking reports through Microsoft Excel.
- Skill in verbal and written communication.
- Skill in establishing and maintain effective working relations with community businesses, general public, parents and students, co-workers, and others having business with the district.

Payroll:

Minimum of two years in payroll processing with an additional two years of accounts payables experience. Experience in a school district office environment helpful. Appropriate education and advance training that relates to this type of work. Working knowledge of Microsoft Office and EXCEL, and an understanding of accounting procedures. 10-key calculator by touch is helpful.

Other Requirements:

- Must possess a current Arizona Driver's License.
- Must be able to pass fingerprint and background checks.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: ASAP

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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