

PAYROLL TECHNICIAN

ESSENTIAL DUTIES and RESPONSIBILITIES:

- A. Processes bi-weekly and monthly payrolls by:
 - Receiving, reviewing and verifying timesheets for completeness and accuracy
 - Coding and inputting data into the payroll system
 - Reconciling information to ensure accuracy prior to processing payroll
 - Verifying deductions taken each pay period
 - Processing garnishments and child support
 - Forwarding direct deposit transmittal information to district's applicable bank
 - Providing claims to accounts payable for deductions each payroll period
 - Printing, folding, sealing and mailing direct deposit advices and paychecks
 - Folding, stuffing and mailing claim checks with proper documentation
 - Emailing tax and payroll information to the county each pay period
 - Distributing paychecks according to established procedures
 - Posting payroll information to the GL distribution journal each pay period
 - Preparing payroll vouchers each payroll period
 - Processing PERS (Public Employee Retirement System) reports each pay period
 - Maintaining records of substitute hours for retirement purposes
 - Processing certified leave records monthly

- B. Processes fiscal (school) year-end payrolls by:
 - Calculating and processing retirement payoffs for retiring employees
 - Calculating and processing vacation payoffs and excess sick leave payments for eligible employees
 - Providing sick and vacation leave information to Adult Education for year-end terminations
 - Processing final teacher paychecks

- C. Processes monthly, quarterly and annual reports by:
 - Maintaining an Excel spreadsheet for processing and verifying monthly, quarterly and annual reports
 - Reconciling and filing monthly online Montana Teachers' Retirement System (TRS) reports
 - Preparing and filing quarterly IRS 941 tax reports
 - Preparing and filing quarterly workers' compensation and unemployment reports
 - Preparing and filing monthly and quarterly work site reports
 - Preparing and filing year-end reports with the IRS and State of Montana
 - Processing and distributing year-end W-2s

- D. Maintains employee database by:
 - Inputting and verifying new employee information
 - Inputting employment status changes as appropriate
 - Reviewing wage information to be consistent with revisions to collective bargaining agreements
 - Reviewing administrator, coach and department chair contracts to ensure accurate payment
 - Monitoring and recording approved leave for employees
 - Notifying employees of excess leave and guidelines for using such leave per state statute and/or collective bargaining agreements
 - Calculating and inputting sick & vacation leave accumulations and adjustments
 - Monitoring and recording sick leave donations
 - Receiving and reviewing flexible spending account forms and inputting related information into the payroll system
 - Setting up and updating direct deposits as requested by employees
 - Reviewing, uploading and processing union dues information from MEA and MMCEO
 - Reviewing health insurance enrollment forms and double-checking calculations for accurate deductions for each employee

- E. Provides communication and interpersonal interaction to staff by:
 - Providing information and assistance to staff regarding payroll issues, processes and policies & procedures
 - Providing payroll information to staff as appropriate including salary & fringe benefit costs, retirement data, injury claims, leave balances and TSA data
 - Providing detailed check history reports to employees as requested
- F. Provides communication and interpersonal interaction to outside agencies by:
 - Providing both written and verbal verifications of employment to mortgage/loan processors as appropriate
 - Providing retiree information to the applicable retirement system
 - Providing earnings information to welfare, child support and other state agencies
 - Providing detailing information (timesheets, contracts, payroll registers, checks, etc) as requested by auditors, TRS and PERS
 - Researching prior payroll records using Munis, DataNow and microfiche for PERS and TRS as requested
- G. Maintains records by:
 - Creating separate employee files with payroll elections and garnishments as applicable
 - Archiving payroll reports, timesheets and terminated employee files
- H. Maintains a cooperative and professional relationship with staff and supervisors by:
 - Establishing and maintaining effective and cooperative relationships with those contacted in the course of the work day
 - Effectively communicating with those contacted in the course of the work day exhibiting tact, patience and courtesy
- I. Maintains a high level of ethical behavior and confidentiality of any information regarding students, staff and all job-related matters.
- J. Collaborative Responsibilities:
 - Demonstrates understanding of and compliance with confidentiality practices and policies
 - Works with moderate supervision both independently and as a member of a team
- K. Other job-related duties as required by the Payroll Supervisor and/or Executive Director of Business & Operations

MINIMUM QUALIFICATIONS:

- Education, Licensure
 - High school diploma or equivalent
 - Two years of post-secondary education *preferred*
- Experience
 - Accounting and/or business experience *preferred*
 - Successful payroll experience *required*
- Knowledge, Skills and Abilities
 - Knowledge of basic payroll methods, practices and terminology and fiscal & financial record management
 - Skills and abilities using various business machines
 - Ability to use a computerized payroll system including data entry, online inquiry, submission of report requests and ability to use the resulting output reports
 - Knowledge of and skills using Microsoft Word and Excel *preferred*
 - Ability to type/keyboard and use 10-key
 - Ability and willingness to work independently and as part of a team
 - Ability to effectively communicate with staff, the public and others in a polite and professional manner
 - Knowledge of and ability to use positive problem solving skills
 - Ability to make decisions
 - Ability to maintain confidentiality
 - Ability to understand and carry out written and oral instructions
 - Ability to handle stressful situations

- Ability to effectively manage time and responsibilities
- Ability to work effectively with frequent interruptions
- Ability to maintain files and records, and prepare reports
- Ability to accurately perform calculations and verify computations
- Ability to adhere to legal mandates, board policies & procedures and operational guidelines
- Ability to establish and maintain effective working relationships with staff members and others contacted in the course of the work day

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually quiet to moderate. In performing the essential functions of the job, the employee may experience stressful conditions as a result of frequent interruptions, managing priorities and recurring deadlines. The employee in this position may also experience cyclical high-volume workloads, repetitive work and multi-tasking.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to stand, sit, walk, bend, walk, lift/carry up to 20 pounds without assistance and twist at neck. The employee will also have repetitive use of hands, wrists and forearms. Must have an adequate range of motion in upper extremities. Specific vision abilities of this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions requiring oral and written communications.

The physical demands & work environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IMMEDIATE SUPERVISOR: PAYROLL SUPERVISOR and/or EXECUTIVE DIRECTOR OF BUSINESS & OPERATIONS

EVALUATION: Performance of this job will be evaluated in accordance with established provisions.

TERMS OF EMPLOYMENT: Salary, benefits, and other working conditions as negotiated by the MCPS Board of Trustees and the Merged Missoula Classified Employees Organization.

EQUAL OPPORTUNITY EMPLOYER

Updated: April 2022