



## Payroll Specialist

**SUMMARY:** Under basic supervision, performs specialist accounting and payroll duties, including compiling and verifying timecards for payroll processing, reviewing accounting records and transactions, and processing data for financial reports of the Mandan Public School (MPS) district.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs specialist accounting duties according to MPS policies; processes transactions and resolves accounting issues within scope of authority; assists with other accounting activities as assigned.
- Audits employee timecards to verify accuracy and compliance with MPS policies; researches and reports discrepancies; assists with payroll processing, maintains database, and generates reports
- Monitors credit card limits.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

### MINIMUM QUALIFICATIONS

#### Education, Training and Experience Guidelines:

Associates Degree in Accounting, Business or related field; AND two years payroll, computer, and administrative support experience; preferably with a public sector agency; OR an equivalent combination of education, training and experience.

#### Knowledge of:

- MPS policies and procedures.
- Personal computers utilizing standard and specialized software applications.
- Record keeping and file maintenance principles and procedures.

#### Skill in:

- Maintaining, verifying, and reconciling payroll documentation, information, and reports.
- Meeting deadlines and strict time frames for payroll processing.
- Entering computer data with high levels of accuracy and productivity.
- Establishing and maintaining effective working relations with co-workers.
- Communicating effectively verbally and in writing.

### LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License may be required.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment.