

Anoka-Hennepin Independent School District #11
Job Description

Title: Payroll Data Specialist
Department: Payroll
Reports to: Payroll Manager
Prepared Date: May 2021

SUMMARY OF RESPONSIBILITIES

Under the direction of the Payroll Manager, ensure the integrity of payroll data including data extraction, processing, storage, manipulation, and analysis. Provide key technical support to payroll staff. Assist Manager in compiling payroll statistics, analyzing payroll data and performing the following duties.

DUTIES AND RESPONSIBILITIES

- Provide on-going technical support and training for the payroll department regarding Skyward payroll software, Access data, Excel and all payroll related applications.
- Assist Manager in implementation of payroll related applications for payroll reporting including time accounting, leave accounting, state, federal, and retirement reporting.
- Oversee maintenance of required detailed payroll records, making pay changes as needed to maintain payroll data accuracy.
- Coordinate the processing of retroactive pay for the negotiated contract language for all bargaining units with Labor Relations and Benefits department, Employee Services department, and Payroll department staff.
- Advise administrators and clerical staff in relation to payroll questions or discrepancies.
- Assist Payroll Manager in monitoring compliance with federal and state laws, including FLSA, Equal Employment Opportunity, and Affirmative Action.
- Oversee the imaging of payroll records for electronic storage into Laserfiche, maintaining compliance with the State retention policies.
- Recommend and coordinate changes to the employee data management systems (Skyward, Access, Employee Access, Time Tracking, and Time Off) to meet the district employee data needs and or requested data inquiries from other departments and Federal/State Agencies.
- Prepare ad hoc reports and data extracts for the purpose of documenting activities, providing clear management information, providing reference and/or conveying information that is utilized for management decisions and reporting requirements.
- Research and analyze discrepancies of payroll information and/or documentation for the purpose of ensuring accuracy and adherence to District procedures and processes.
- Respond to program administrator requests and inquiries regarding payroll information.
- Perform such other tasks and assume such other responsibilities as the Payroll Manager may assign.

SUPERVISORY RESPONSIBILITIES

None.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in Business or related field preferred; or five years experience in related field.

CERTIFICATES, LICENSES, REGISTRATIONS

None

KNOWLEDGE, SKILLS & ABILITIES

Excellent verbal and written communication skills.

Proficient with numbers and accounting spreadsheets.

Proficient with payroll software.

Excellent organizational skills and interpersonal skills.

Ability to resolve disputes and observe confidentiality.

Ability to use PC and widely used software packages, e.g., spreadsheets (Excel), databases (Access), word processing (MS Word), and Gmail.

Ability to learn new software packages as necessary.

Ability to meet deadlines; accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions.

Ability to learn new duties and adjust to new situations within a reasonable amount of time.

Ability to negotiate conflict and maintain constructive working relationship with people at all levels of an organization – both internal and external to Anoka-Hennepin.

Ability to work effectively with individuals in a variety of settings, including program staff and business office staff.

Ability to maintain regular attendance, which includes completing an assigned day.

PREFERRED QUALIFICATIONS

Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) preferred.

Payroll experience in school district setting preferred. Working knowledge of Skyward preferred. Microsoft Office Certification preferred in Access and Excel, or advanced knowledge of Microsoft Office Access and Excel applications preferred.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office. The noise level in the work environment is usually quiet.