

Anoka-Hennepin Independent School District #11
Job Description

Title: Payroll Data Specialist
Department: Payroll
Reports to: Payroll Manager
Prepared Date: January 2012

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

- Provides on-going technical support and training for the payroll department regarding TIES payroll software, Access data, Excel forms 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.
- Oversees maintenance of required detailed payroll records, making pay changes as needed to maintain payroll data accuracy.
- Coordinates 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.
- Advises administrators and clerical staff in relation to payroll questions or discrepancies.
- Assists Payroll Manager in monitoring compliance with federal and state laws, including FLSA, Equal Employment Opportunity and Affirmative Action.
- Oversees the imaging of payroll records for electronic storage into iContent maintaining compliance with the State retention policies.
- Recommend and coordinate changes to the employee data management systems (TIES, Access, myView, myTime and myLeave) to meet the district employee data needs and or requested data inquiries from other departments and Federal/State Agencies.
- Prepares 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.
- Researches and analyzes discrepancies of payroll information and/or documentation for the purpose of ensuring accuracy and adherence to District procedures and processes.
- Responds to program administrator requests and inquiries regarding payroll information.
- Performs such other tasks and assumes such other responsibilities as the Payroll Manager may assign.

EDUCATION and/or EXPERIENCE

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

CERTIFICATES, LICENSES, REGISTRATIONS

Microsoft Office Certification preferred in Access and Excel, or advanced knowledge of Microsoft Office Access and Excel applications

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of various software tools and resources used to collect, analyze and organize payroll data.

Capacity to understand and implement district policy, MN statutes, federal IRS rules and other legal regulations that pertain to employee pay and benefits.

Aptitude to utilize various technology and software to analyze and organize payroll data.

Capacity to perform complex mathematical calculations.

Ability to work independently assessing and analyzing data with the ability to draw conclusion, present findings and make recommendations.

Ability to work with a diverse workforce in a professional and collaborative manner to achieve common goals.

Competent to lead, guide and/or coordinate others in collaborative projects.

Skilled in verbal and written communication to/with a diverse audience

Capability to work under limited supervision following standardized practices and/or methods.

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

WORK ENVIRONMENT

Lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity.

Generally the job requires 80% sitting, 10% walking, and 10% standing.

This job is performed in a generally clean and healthy environment.