



**Job Title:** Payroll Lead

**Exemption Status/Test:** Nonexempt

**Reports to:** Payroll Coordinator

**Pay Grade:** Pay Group CP6

**Dept. /School:** Business Services

**Date Revised:** 01/10/2018

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**Primary Purpose:**

Under general supervision, perform bookkeeping and maintain district financial records.

**Qualifications:**

**Education/Certification:**

High school diploma or GED  
TASBO certified, preferred

**Special Knowledge/Skills:**

Knowledge of bookkeeping principles and practices  
Ability to use computer and software to develop spreadsheets and do word processing  
Proficient in keyboarding, 10-key numerical data entry, pivot tables, and file maintenance  
Ability to work with numbers in an accurate and rapid manner to meet established deadlines

**Experience:**

3 years of experience payroll accounting experience at a high level of responsibility, preferably school district experience or college course work in accounting-related subjects

**Major Responsibilities and Duties:**

**Payroll Accounting**

1. Assist in preparing all payrolls including semimonthly, monthly, and special payrolls.
2. Prepare vouchers and journal entries required for payroll-related disbursements, ensuring necessary audit trails for Teacher Retirement Systems (TRS).
3. Ensure financial reports adhere to accounting, reporting, and accuracy standards.
4. Prepare special reports for management as requested.
5. Keep abreast of technical, legislative and professional trends and developments affecting payroll processing and reporting, and disseminate information to appropriate district personnel.
6. Review TRS information or research issues regarding TRS reports.
7. Makes journal entries based on generally accepted accounting principles for payroll.
8. Gathers data to create performance measure reports.
9. Update and revise Payroll Departmental procedures as required.

**Other**

10. Communicate with human resource department, campus secretaries, and employees to ensure accuracy of information reported; resolve attendance problems and inquiries.
11. Maintain confidentiality.
12. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:****Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals

**Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:**

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:**

Occasional light lifting and carrying (less than 15 pounds)

**Environment:**

May work prolonged or irregular hours

**Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress

*Note: The foregoing statements describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*