

**DONEGAL SCHOOL DISTRICT
NOTICE OF VACANCY
SUPPORT STAFF**

**Date Issued: 04/09/2021
Expiration Date: 05/07/2021
or until position is filled**

Position: Payroll Specialist

Building: District Office

**Term/Duration: Permanent, Full-time, 12-month position
7.5 hours a day**

**Special Note(s): Proficient in payroll/personnel software systems,
as well as Microsoft Word and Excel. Experience
with Skyward financial software preferred.**

**An associate's degree in accounting or related
business field or a high school diploma and four
years' payroll and office experience is required
(see position description).**

Wage: \$15.65 per hour (min.)

**Applications are available by downloading the application from the website –
www.donegalsd.org select Employment, HR Documents. Applicants must submit
completed application, cover letter and resume by email hroffice@donegalsd.org
or to Human Resources Office, Donegal School District, Administrative Office, 1051
Koser Road, Mount Joy, PA 17552. EOE**

Current employees should send a letter of interest to Human Resources Office.

DONEGAL SCHOOL DISTRICT

POSITION MANAGEMENT GUIDE

POSITION TITLE: Payroll ~~Coordinator~~ Specialist
DEPARTMENT: Business Office
REPORTS TO: Assistant Director of Business Services
SUPERVISES: None

STATUS: Full-Time
EMPLOYMENT TYPE: Non-Exempt
CATEGORY: Support Staff
DATE LAST REVISED: 3/2021

SUMMARY OF PURPOSE

This position is responsible for the accurate and timely preparation and processing of the district payroll and related functions. This position requires personal initiative, attention to detail, and a high degree of confidentiality in working with financial records.

ESSENTIAL FUNCTIONS

1. *Responsible for accurately maintaining and processing payroll information.*
2. *Prepares payroll for district employees in accordance with the annually adopted payroll schedule.*
3. *Maintains employee records in both time tracking and business financial software.*
4. *Maintains and monitors time and attendance of district employees in accordance with District policy, employee contracts, agreements, and handbooks.*
5. *Prepares tax, retirement, and other forms and reports as required by federal, state and local agencies. Including, but not limited to bi-weekly PSERS reporting, W-2s, W-4s, and monthly and quarterly payroll taxes.*
6. *Maintains records related to employee wages, direct deposits, deductions, and voluntary benefits.*
7. *Works with the Human Resources Benefits Coordinator to ensure that salary, tax, and benefit data is accurate and updated on a timely basis.*
8. *Assists with reviewing and updating payroll procedures to comply with the regulations of various government and reporting agencies.*
9. *Provides end of the fiscal year reconciliation and audit support.*
10. *Coordinate, prepare and process the fiscal and calendar year end rollovers.*
11. *Provide assistance to employees with payroll inquiries and concerns.*
12. *Prepares letters and memos concerning payroll and/or benefit issues as directed by the Director or Assistant Director of Business Services*
13. *Establishes and maintains official payroll and personnel files for all employees.*
14. *Assists with receptionist duties when needed or requested.*
15. *Provides administrative support to the Director and Assistant Director of Business Services*
16. *Process and maintain volunteer applications according to district policy.*

17. *Establish and maintain rapport with staff, business associates and the general community.*
18. *Completes other tasks as requested by the Director and Assistant Director of Business Service.*

SCOPE AND IMPACT

This position accomplishes most of its tasks through diversified operating procedures. Internal contacts include administrators, office staff, the buildings and grounds staff, teachers, principals, students and other school district employees. The external contacts include agencies and other payroll-related organizations.

MINIMUM REQUIREMENTS

This position requires a proficient understanding of the processes and procedures of the payroll function. An associate's degree in accounting or related business field or a high school diploma and four years' payroll and office experience is required.

SPECIAL SKILLS

- *Proficiency in payroll and personnel software systems as well as Microsoft word and excel.*
- *Experience with Skyward financial software preferred.*
- *Ability to maintain confidentiality.*
- *Interpersonal skills to deliver quality customer service.*
- *Ability to work independently and use good judgment.*
- *Attention to detail.*
- *Ability to prioritize tasks to meet critical deadlines.*

PHYSICAL/MENTAL/ENVIRONMENTAL

*Physical: Sit: 90%; walk/stand 10%
 Lifting: Some lifting
 Vision: Normal
 Hearing: Normal*

Mental : Ability to evaluate, interpret and analyze; written and verbal communications.

Environment: Normal office environment.

The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job.