



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Payroll Analyst
Payroll/Personnel Type:	12 Month
Job #:	8351
Reports to:	Director of Payroll
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Payroll Analyst performs duties required under limited supervision and supervises and coordinates all aspects of the SLPS payroll functions, which services all full-time, temporary, part-time, and substitute employees of the district. Provide leadership for all duties of the Payroll Specialists as well as other duties including, processing of Federal and State Garnishments, bi-weekly payroll processing, and off-cycle payments as required. Inspecting automated systems output such as registers and standard reports, determining and correcting out-of-balance conditions, gathering payroll data for inclusion in financial statements, and researching and preparing reports for management.

Essential Functions:

- Develops and establishes policies and objectives consistent with those of the district to ensure efficient operation of the payroll department.
- Processing of all garnishments, ensuring compliance with state and federal laws and deadlines.
- All duties of the Payroll Specialist, taking a lead role in these duties.
- Coordinate the payroll process with all Departments and School locations.
- Analyzes and establishes transactions needed for voiding checks, and approves and processes off-cycle checks as required.
- Interacts with internal and external auditors; provides access to payroll and other related records as required.
- Oversees and coordinates the production of all bi-weekly payrolls for the district.
- Monitors quality control of data entry of all payroll transactions in SAP.
- Researches payroll overpayments and processes the necessary transactions to place a claim against future earnings.
- Supervises the compilation of data necessary to calculate vacation payout for employees who resign, retire, or are terminated by the district.
- Provide leadership in communication among the Human Resources and Payroll Department.
- Assists in the development of payroll training and materials within and for the District.
- Facilitates and coordinates the planning, implementation, and administration of programs to develop, adjust, and/or enhance payroll systems and procedures as required due to changes in tax laws, regulations, and district pay policies/compensation initiatives.
- Perform other job-related duties as assigned.

Experience:

Requires 5 years of Payroll Experience

- ✓ Includes supervision of the payroll department
- ✓ Demonstrable knowledge of the timekeeping process and concept of time evaluation
- ✓ Strong knowledge of payroll tax filing requirements

Requires 3 years of recent Federal and State Garnishment experience



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- Actively involved in executing payroll garnished deductions.
- Court-ordered deductions, levies, etc.
- Strong knowledge of guidelines and processes.

Requires 3 years of SAP Experience

- Strong knowledge of the SAP payroll functionality

Education:

- High School Education or equivalent
- B.S. Degree in business Administration or Accounting (**Preferred but not required**)
- American Payroll Association – Payroll Professional Certification CPP (**Preferred but not required**)

Knowledge, Skills, and Abilities:

- Knowledge of high-volume payroll systems processes and procedures (**see related experience required**).
- Ability to provide accurate and efficient service under the stress of constant deadlines.
- **Exceptional Organizational skills.**
- Knowledge of K-12 personnel/payroll practices and procedures.
- Ability to analyze and solve problems.
- Knowledge and understanding of payroll documentation procedures and requirements.
- Knowledge and understanding of federal and state garnishment requirements.
- Ability to make administrative/procedural decisions and judgments.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse organization.
- Knowledge of general accounting principles.
- Knowledge of human resources and financial reporting systems.
- Skilled (**proficient**) in the use of SAP Time Recording; time evaluation; and payroll accounting functionality (**see related experience required**)
- Skill in the use of computer spreadsheets, databases, and mainframe applications in a Windows environment.
- Ability to audit and maintain financial records.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Sitting, Standing, Walking, Climbing, Balancing, Stooping or Crouching, Kneeling, Crawling, Reaching, Pushing, Grasping, Talking, Hearing
- Clarity of vision at 20 inches or less
- Sedentary work – exert up to 5 to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

