



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

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<b>Position Title:</b>	Payroll Specialist
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	216
<b>Reports to:</b>	Director of Payroll
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

This position will be involved in the following types of processes: Working with our employee customers to answer any questions and provide clarity to all payroll related matters. This position will also be responsible for the input and maintenance of employee information. The Payroll Specialist is responsible for adhering to federal, state, and local laws/regulations; must have a clear understanding of our Board Policies and Union Contracts.

**Essential Functions:**

- Handle all incoming and outgoing customer service telephone calls in a courteous and professional manner
- Meet with our internal customers who seek information and make the appropriate payroll changes or update
- Coordinate prompt handling of all customer service requests including benefit changes, salary inquires, payroll inquiries, workflow, etc.
- Audit all entries by locations to SAP and KRONOS for compliance with established standards
- Participate in the training of our secretarial and timekeeping staff with the workflow and reconciliation of our timekeeping system and extra service
- Participate in annual back to school PD for teachers as well as new hire orientation
- Handle customer's payroll concerns and prepare off-cycle check processing
- Participate in process improvement to streamline, processes, reduce, rework and improve productivity
- Work in collaboration with Human Resources and other departments to resolve payroll concerns
- Establish an understanding of Federal and State of Missouri laws related to payroll
- Establish an understanding of district policies regarding payroll administration
- Establish an understanding of the impact of union contracts on payroll administration
- Establish and understand garnishment processing as well as Federal and State laws related to garnishment processing
- Support all payroll and finance initiatives
- Perform other duties as assigned

**Knowledge, Skills, and Abilities:**

- Ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations
- Ability to write reports with proper format, punctuation, spelling and grammar
- Ability to speak effectively before groups of customers or employees of organization



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- Ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision
- Ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives
- Ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference

**Experience:**

- A minimum of at least four years of customer service (required)
- Experience with the following systems preferred: KRONOS, SAP, Microsoft Office
- Minimum of two years' experience in a SLPS timekeeper position (preferred)

**Education:**

- Associate Degree
- OR Equivalent from two-year college or technical school
- OR Four to five years related experience and/or training
- OR Equivalent combination of education and experience
- Fundamental Payroll Certification (FPC) certificate

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- 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

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

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Human Resources

Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***