

Maize Unified School District 266

Payroll Specialist (5451)

JOB POSTING

Job Details

Title

Payroll Specialist

Posting ID

5451

Description

We are seeking a data driven team player to join our HR/Payroll department. This is a twelve month position at the Maize USD 266 Educational Support Center (ESC).

The Payroll Specialist will be responsible for ensuring that employees are paid accurately and timely and that benefits, taxes and reporting associated with payroll are also processed appropriately.

Essential Functions

1. Provide customer service to employees helping them to understand their pay, deductions and leave benefits
2. Ensure all timekeeping entry is correct
3. Process payroll: pay calculations, garnishments, calculating final termination payouts, and benefit deductions
4. Position management: track approved positions, fill rates, and other position related data
5. Cross train and assist in balancing of federal, state and local taxes consistent with federal and state wage and hour laws
6. Assist with various year end processing duties including balancing earnings, taxes, and W-2s
7. Manage certain aspects of the HR/Payroll Information system to ensure accurate staff data, assignments, pay records, accounting codes, etc.
8. Maintains timekeeping and time off systems and other aspects within the system to ensure accurate payroll processing and data management
9. Maintain personnel records as they pertain to financial matters, i.e. time cards, sick leave, and tracking/journals so proper documentation is maintained.
10. Initiate payment of payroll deductions such as KPERS and insurance payments, garnishments, taxes, etc. to meet local, state and federal mandates.
11. Review of payroll to ensure accuracy
12. Assist with employee benefit enrollment, payment, and customer service as needed.
13. Maintain confidentiality as appropriate in order to comply with district, state and federal laws
14. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the Human Resources/Payroll Department

Minimum Job Requirements Knowledge, Skills, Abilities

Computer knowledge (i.e., data entry, Excel and database skills)

Education, Certification

Bachelor's degree in business or a related field

Experience

- 3+ years experience processing payroll and/or other relevant data tracking experience
- Strong knowledge of Kansas payroll regulations
- Ability to pull data from multiple sources and organize
- Skyward Finance experience preferred

Benefits:

- **Holidays off** - enjoy a week at Thanksgiving, two weeks around Christmas, and Spring Break
- **Paid Leave** -12 sick days and 4 personal days a year
- **Vacation Leave** - 10 days a year

- **Benefits** - working more than 25 hours per week makes you eligible for subsidized health benefits along with a variety of other benefits
- **Retirement** - KPERS retirement plan

Shift Type **Full-Time**
Salary Range **\$19.70 / Per Hour**
Location **Educational Support Center**

Applications Accepted

Start Date **10/29/2024**

Job Contact

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