



Lakeland Joint School District #272
15506 N. Washington Street,
Rathdrum, ID 83858

TITLE:

Payroll Specialist

JOB SUMMARY:

To ensure timely completion of monthly payroll duties, issuing of checks and the proper reports in compliance with district, state and federal rules, regulations and laws.

QUALIFICATIONS:

1. High school diploma or G.E.D.
2. Experience with payroll procedures and processes
3. Experience with office computer programs, procedures and equipment
4. Demonstrated interest in and aptitude for work to be performed.

REPORTS TO:

Chief of Finance and Operations

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

1. Enter employee data for the salary/payroll process.
2. Process timesheets and other payroll forms.
3. Utilize a variety of computer programs/equipment as required for the successful completion of the payroll process. Experience with Skyward software is preferred.
4. Print and distribute payroll checks.
5. Assist with maintaining appropriate accounting procedures and records.
6. Prepare documents and copies as needed.
7. Maintain employee and district confidentiality.
8. Perform other duties that may be assigned by the supervisor.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

Initial & Date _____

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certificated personnel.

NOTE:

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Board Approval Date:

Last Revision:

Employee Name _____ Date _____

Employee Signature _____

Human Resources _____