

Missoula County Public Schools is recruiting for a **Payroll Specialist**. Please see the attached job description and information below:

Online application: <https://www.applitrack.com/mcpsmt/onlineapp/>

Payroll Technician - Business Office

Location: Admin Building

Date Available: as negotiated

Closing Date: open until filled

12 month position; Monday-Friday - 8 hrs/day

7:30am - 4:30pm during the school year; Monday - Thursday 10hrs/day during the summer months

\$22.60 to \$24.10 per hour, depending on experience

10 paid holidays; sick and vacation leave accruals; PERS; eligible for health insurance

**Required Materials:** 1) Cover Letter, and 2) Resume

Call Human Resources at (406) 728-2400 ext. #1039 with questions.

**Missoula County Public School District #1**  
**Human Resources Office (406) 728-2400 ext 1035**  
**909 South Avenue W, Bldg A**  
**Missoula, MT 59801**

## **PAYROLL SPECIALIST**

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

A. Supports the Payroll Supervisor by:

- Providing support to the Supervisor relating to goals and objectives, keeping the supervisor informed of pertinent information.
- Learning, developing, and maintaining knowledge of the organization and programs under the supervisor's supervision.
- Performing payroll/accounting work involved with the processing of payroll and related reporting under the supervisor's supervision.
- Working under limited supervision using standardized practices and methods.
- Collecting, compiling, and preparing information for payroll reports.
- Ensuring accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and fund distribution.
- Providing timely and accurate payroll production by processing biweekly, monthly and miscellaneous payrolls.
- Reconciling account balances.
- Auditing and entering time sheets and other accounting data involved with the District's computerized payroll system.
- Assuring compliance with district policies, and state and federal regulations.
- Maintaining and updating employment records according to state, federal and MCPS guidelines.
- Responding to inquiries and requests for data and reports.
- Researching payroll discrepancies.
- Coordinating with other payroll department employees.
- Working cooperatively with the Human Resources department.
- Assisting employees in the completion of payroll forms, as needed.
- Conducting research, verifying, and preparing periodic financial reports related to payroll.
- Making recommendations to the improvement of the payroll system.
- Independently composing/preparing a variety of materials such as letters, memoranda, reports, and data from rough drafts or oral instructions, and responding independently to emails.
- Independently compiling background data and information on issues and/or topics as assigned by the supervisor.
- Updating and distributing informational material as assigned.
- Processing fiscal (school) year-end payrolls/reports, including but not limited to, retirement and resignation payoffs, vacation and excess sick leave payouts.
- Processing monthly quarterly and annual reports such as Federal 941 tax reports, workers' compensation premiums, unemployment premiums; processing and distrusting W-2s.
- Cross-train in areas pertinent to the function and overall success of processing and finalizing payroll.
- Working with appropriate county and state agencies.

B. Maintains a cooperative and professional relationship with staff and supervisors by:

- Establishing and maintaining effective and cooperative relationships with those contacted in the course of the work day
- Effectively communicating with those contacted in the course of the work day exhibiting tact, patience and courtesy

C. Maintains a high level of ethical behavior and confidentiality of any information regarding students, staff and all job-related matters.

D. Collaborative Responsibilities:

- Demonstrates understanding of and compliance with confidentiality practices and policies
- Works with moderate supervision both independently and as a member of a team

E. Other job-related duties as required by the Payroll Supervisor and/or Executive Director of Business & Operations

**MINIMUM QUALIFICATIONS:**

- Education, Licensure
  - High school diploma or equivalent *required*
  - Two years of post-secondary education with emphasis on payroll and/or accounting skills *preferred*
- Experience
  - Two (2) or more years of progressively responsible payroll/accounting experience *preferred*
  - Two (2) year of highly responsible experience *required*
- Knowledge, Skills and Abilities
  - Knowledge of and skills using Microsoft Word, Excel, email software, computers; skills in basic math computations *required*
  - Knowledge of office practices and procedures; skills and abilities using various business machines
  - Knowledge of basic payroll methods, practices and terminology, as well as fiscal and financial record management
  - Ability to act with initiative and good judgment to perform complex, problem solve, make appropriate decisions and complete projects in a timely manner
  - Ability and willingness to work independently and as part of a team
  - Ability to learn, interpret and to follow specific regulations and guidelines; ability to effectively communicate the information related to these procedures as required
  - Ability to organize, prioritize and coordinate activities
  - Ability to effectively manage time and responsibilities, handle multiple tasks, and work effectively with frequent interruptions
  - Ability to manage stressful situations in a calm and tactful manner
  - Ability to present and maintain a professional service-oriented attitude and effectively communicate with staff, the public and others in a polite and professional manner
  - Ability to maintain confidentiality in dealing with a variety of sensitive and privileged matters
  - Ability to communication effectively, understand and carry out written and oral instructions
  - Ability to maintain files and records, prepare reports
  - Knowledge of and abilities in business English, composition, punctuation, spelling and grammar
  - Ability to accurately perform calculations and verify computations
  - Ability to adhere to legal mandates, board policies & procedures and operational guidelines
  - Ability to establish and maintain effective working relationships with staff members and others contacted in the course of the work day
  - Other qualifications as deemed appropriate by the Payroll Supervisor

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually quiet to moderate. In performing the essential functions of the job, the employee may experience stressful conditions as a result of frequent interruptions, dealing with time constraints, managing priorities and recurring deadlines. The employee in this position may also experience cyclical high-

volume workloads, repetitive work and multi-tasking. The position has definite deadlines that cannot be waived from.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to stand, sit, walk, bend, walk, lift/carry up to 10 pounds, up to 20 lbs with assistance, twist at neck and waist. The employee will also have repetitive use of hands, wrists and forearms. Must have an adequate range of motion in upper extremities. Specific vision abilities of this job include close vision, distance vision, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:** While performing the duties of this job, the employee performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions requiring oral and written communications. Memory, reasoning, and exercising judgement, mathematics and problem solving are constantly required and used on the job.

*The physical demands & work environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**IMMEDIATE SUPERVISOR:** PAYROLL SUPERVISOR and/or EXECUTIVE DIRECTOR OF BUSINESS & OPERATIONS

**EVALUATION:** Performance of this job will be evaluated in accordance with established provisions.

**TERMS OF EMPLOYMENT:** Salary, benefits, and other working conditions as negotiated by the MCPS Board of Trustees and the Merged Missoula Classified Employees Organization.

**EQUAL OPPORTUNITY EMPLOYER**