This job description is provided as a sample and may not be suitable for every situation.  This job description should not be considered legal advice or legal opinion.  It should be modified further to be applicable in your organization. Please note physical demands that are not *bona fide* occupational requirements should not be included in the job description.

**REMOVE THIS TEXT BEFORE USING IN YOUR WORKPLACE.**

**JOB DESCRIPTION**

**JOB TITLE:** Payroll Specialist

**EMPLOYER:**

**DEPARTMENT:**

**REPORTS TO:**

**EFFECTIVE DATE:** Click here to enter a date.

**SUMMARY:** Maintains and supports the payroll processes.

**DUTIES AND RESPONSIBILITIES:**

* Performs payroll-related functions including but not limited to processing new hires, termination status changes, tax changes, wage garnishments, deductions, and direct deposit.
* Reviews and verifies payroll data in a timely manner, calculates overtime and other pay premiums, and enters payroll data.
* Prepares manual checks as necessary.
* Oversees maintenance of payroll records and files including but not limited to sick time and vacation and other accrued leave.
* Responds to routine inquiries concerning payroll deductions and accruals, wage garnishments, child support payments, and employment verifications.
* Posts journal entries and prepares month-end reports.
* Reconciles all payroll-related accounts and activities.
* Assists with the development and implementation of payroll practices, policies, and procedures.
* Assists with related special projects as required.
* Performs other related duties as assigned by management.

**QUALIFICATIONS:**

* Associate’s degree (A.A.) or equivalent, one to two years related experience, or equivalent combination of education and experience
* Commitment to excellence and high standards
* Excellent written and oral communication skills
* Strong organizational, problem-solving, and analytical skills
* Ability to manage priorities and workflow
* Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
* Acute attention to detail
* Proficient on [INSERT COMPUTER PROGRAM(S) REQUIRED FOR POSITION]
* Strong interpersonal skills.
* Ability to understand and follow written and verbal instructions
* Ability to deal effectively with a diversity of individuals at all organizational levels.
* Demonstrated ability to calculate figures and amounts such as discounts, interest, commissions, and percentages.

**COMPETENCIES:** (select 3-5 competencies)

* **Analytical**--Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
* **Design**--Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
* **Problem Solving**--Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
* **Project Management--**Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
* **Technical Skills**--Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
* **Customer Service--**Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
* **Interpersonal Skills-**-Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
* **Oral Communication--**Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
* **Written Communication--**Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
* **Teamwork--**Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
* **Visionary Leadership--**Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
* **Change Management**—Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results
* **Delegation--**Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
* **Leadership--**Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
* **Managing People--**Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.
* **Quality Management--**Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
* **Business Acumen--**Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
* **Cost Consciousness--**Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
* **Diversity--**Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
* **Ethics--**Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
* **Organizational Support--**Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
* **Strategic Thinking--**Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
* **Judgment--**Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
* **Motivation--**Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
* **Planning/Organizing--**Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
* **Professionalism--**Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
* **Quality--**Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
* **Quantity--**Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
* **Safety and Security--**Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
* **Adaptability--**Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
* **Attendance/Punctuality--**Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
* **Dependability--**Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
* **Initiative--**Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
* **Innovation--**Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** (omit, add or modify as applicable)

* Occasionally/Frequently/Continually required to stand
* Occasionally/Frequently/Continually required to walk
* Occasionally/Frequently/Continually required to sit
* Occasionally/Frequently/Continually required to utilize hand and finger dexterity
* Occasionally/Frequently/Continually required to climb, balance, bend, stoop, kneel or crawl
* Occasionally/Frequently/Continually required to talk or hear
* Occasionally/Frequently/Continually utilize visual acuity to operate equipment, read
technical information, and/or use a keyboard
* Occasionally/Frequently/Continually required to lift/push/carry items less than 25 pounds/ up to 25 pounds/ up to 50 pounds/ more than 50 pounds
* Occasionally/Frequently/Continually exposure to wet and/or humid conditions (non-weather)
* Occasionally/Frequently/Continually work near moving mechanical parts
* Occasionally/Frequently/Continually work in high, precarious places
* Occasionally/Frequently/Continually work around fumes, airborne particles, or toxic chemicals
* Occasionally/Frequently/Continually exposure to outside weather conditions
* Occasionally/Frequently/Continually exposure to extreme heat or cold (non-weather)
* Occasionally/Frequently/Continually exposure to bloodborne and airborne pathogens or infectious materials
* Occasionally/Frequently/Continually loud noise (examples: metal can manufacturing, large earth-moving equipment)
* Occasionally/Frequently/Continually very loud noise (example: jack hammer work)
* Additional remarks regarding work environment
* Specialized equipment, machines, or vehicles used

*The above is intended to describe the general content of and requirements for the performance of this job.  It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements.  Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*