Title: **Payroll/Teacher Retirement System of Texas (TRS) Specialist** Pay Grade: 304
Reports to: Administrator Assigned FLSA: Exempt
Department: Payroll Length of Assignment: 226 days

Summary

Serve as the primary resource to coordinate and administer a variety of Teacher Retirement System of Texas (TRS) requirements and assist with payroll functions. Assist with the preparation of accurate and timely payments to employees as well as state and federal agencies. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Assist with the preparation of assigned payroll to support finalization of pay runs.
2. Generate, upload, correct, and maintain TRS data and reports in the district's financial software system.
3. Prepare, analyze, correct, and submit all required reports to TRS in compliance with current laws and deadlines. Complete and certify applicable TRS forms.
4. Assist with the preparation and reconciliation of reports and payments to TRS, Internal Revenue Service (IRS), Texas Workforce Commission, and other state and federal agencies as needed.
5. Prepare and maintain up-to-date written accounting procedures and policies as they relate to TRS report generation and submission.
6. Obtain and maintain knowledge of TRS Web Reporting software; keep current with updates and law changes. Be able to relate how TRS laws and regulation changes will affect district-wide policies and procedures.
7. Serve as liaison between the district, district employees, and TRS to respond to inquiries and research questions and assist employees with questions related to TRS. Assist prospective retirees with the preparation, submission, and notarization of required TRS forms.
8. Maintain thorough working knowledge of personnel and payroll software and applications and make recommendations for improvement.
9. Assist with the development of custom reports to extract needed financial data from payroll systems.
10. Prepare and review payroll computations and adjustments as needed.
11. Maintain records and reconcile deductions from payroll checks for each pay cycle.
12. Assist with the maintenance of payroll policies, procedures, and presentations, and conduct training sessions as needed.
13. Work cooperatively with Human Capital Management, Risk Management, and Accounting personnel to ensure timely and accurate payroll processing.
14. Assist with special projects as needed.
15. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.

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3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Bachelor's degree in business administration, finance, accounting, or related field. One (1) year experience in a payroll related field preferred. Strong skills in Microsoft Excel, Word, and other Microsoft Office products. Strong organizational, analytical, verbal, and written communication skills. Skilled in problem solving, attention to details, customer service, and interpersonal relations.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional prolonged and irregular hours; occasional district-wide travel. Valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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