

EMPLOYMENT BULLETIN

---

In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**PAYROLL SPECIALIST  
PAYROLL DEPARTMENT**

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Degree (GED) required
- Associate's Degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience
- Payroll Experience a plus
- Valid Texas Drivers License with driving record that meets the requirements of the District

**MAJOR PERFORMANCE RESPONSIBILITIES:**

- Responds to inquiries from employees such as W-2 copies, agencies such as Texas Department of Human Services, Texas Workforce Commission and companies for wage verification
- Primary presenter for the Payroll portion of the weekly new hire orientation - Makes copies of all materials (orientation handout, W-2, Direct Deposit, Beneficiary and Teacher Retirement System forms) needed for orientation - Updates PowerPoint presentation as needed
- Completes Teacher Retirement System forms to verify creditable service and annual salary
- Researches Payroll records to complete documents, to include but not limited to, Workers' Compensation thirteen week wage statement, UNUM disability claim forms and subpoenas
- Performs electronic scanning of various Payroll records for all employees; certified, paraprofessional, auxiliary and substitute
- Prints manual checks from mainframe and enters into Bank of America exception system - Maintains a log of all manual checks and makes copies of checks
- Requires occasional availability (including school holidays) for on-call Positive Pay check verification
- Maintains spreadsheets/schedules that will be used to complete monthly Performance Measurement reporting
- Upload various Payroll files to Bank of America online system
- Coordinates the periodic transfer of records to the District Warehouse storage
- Other duties as may be assigned

**TERMS OF EMPLOYMENT:**

**HOURLY:** \$15.74-\$19.19 **PAY GRADE:** C8 **WORK DAYS:** 230

Interested persons should submit a letter of intent with a résumé to: North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to [employment@neisd.net](mailto:employment@neisd.net). Those who are not district employees must complete an online application at [www.neisd.net](http://www.neisd.net) before submitting the letter of intent and résumé. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

This Position Remains Open Until Filled  
AN EQUAL OPPORTUNITY EMPLOYER