

Payroll and Retirement Specialist

833-458-8277 | www.theinschools.com

Job Title	Payroll and Retirement Specialist	FLSA Category	Non-exempt
Department	Payroll	Position Type	Fulltime - Remote
Reports To	Payroll Manager Payroll Director	Pay Band	\$21.00 - \$25.00
Prepared By	J. Elliott	Prepared Date	6.23.2026

Position Summary:

inSchools' Payroll and Retirement Specialists serve as the primary payroll and retirement reporting specialist for assigned schools. This position independently manages payroll processing, state retirement reporting, and related compliance activities while delivering exceptional service to school leaders and employees.

The Payroll and Retirement Specialist is expected to demonstrate advanced proficiency in payroll systems, accounting software, reporting portals, and supporting technologies. This role proactively identifies and resolves issues, maintains data integrity across multiple systems, and serves as a trusted resource on payroll and retirement reporting matters.

Essential Functions:

Is regular attendance based on the authorized schedule as essential function? ☒ Yes ☐ No

Payroll Administration

- Independently process payroll for assigned schools from data collection through final payroll approval.
- Review and validate timesheets, supplemental pay, leave balances, deductions, benefit changes, and employee status changes.
- Process new hires, terminations, compensation changes, transfers, and other payroll-related transactions.
- Maintain payroll calendars and ensure all payroll deadlines are met.
- Research, investigate, and resolve payroll discrepancies and employee pay issues.
- Provide guidance to school leaders regarding payroll processes, deadlines, and requirements.

Retirement Reporting & Compliance

- Prepare, submit, reconcile, and maintain all required retirement reporting for assigned schools.
- Review employee and compensation data to ensure accurate reporting and compliance with applicable requirements.

Payroll and Retirement Specialist

833-458-8277 | www.theinschools.com

- Investigate reporting errors, reconcile discrepancies, and implement corrective actions.
- Maintain supporting documentation and respond to audits, monitoring activities, and reporting inquiries.
- Stay current on regulatory changes and reporting requirements affecting payroll and retirement reporting.

Systems & Technical Expertise

- Maintain advanced proficiency in payroll, accounting, and reporting systems utilized by assigned schools.
- Serve as the subject matter expert for assigned payroll platforms, reporting portals, and supporting applications.
- Troubleshoot system issues and coordinate resolution with vendors, schools, and internal teams.
- Assist with testing, implementation, and optimization of payroll systems, workflows, and automation initiatives.
- Leverage technology, automation, and AI tools to improve efficiency, accuracy, and consistency.

Quality Assurance & Data Integrity

- Perform audits and quality control reviews to ensure payroll and reporting accuracy.
- Reconcile payroll, retirement, benefits, and employee data across multiple systems.
- Identify trends, risks, and process gaps and recommend corrective actions.
- Ensure employee-level data supports payroll, retirement reporting, tax reporting, and other required submissions.

Process Improvement, Automation & Continuous Learning

- Actively utilize AI, automation tools, and system capabilities to improve efficiency, accuracy, and consistency in payroll processing
- Identify inefficiencies, gaps, or risks in workflows and propose practical process improvements
- Contribute to the refinement and standardization of payroll processes and documentation
- Support implementation of new tools, systems, and automation initiatives
- Demonstrate adaptability and accountability in adopting new technologies and evolving processes as a standard expectation of the role

Client Service & Team Collaboration

- Serve as the primary payroll contact for assigned schools.
- Deliver timely, professional, and solutions-oriented support to school leaders and employees.
- Support onboarding and training of Payroll Specialist I team members.
- Contribute to department-wide process improvements, documentation, and standardization efforts.

Payroll and Retirement Specialist

833-458-8277 | www.theinschools.com

- Collaborate with teammates to provide coverage and maintain service continuity.

Additional Duties

- Participate in special projects, audits, system implementations, and departmental initiatives.
- Cross-train in additional payroll systems and reporting functions.
- Perform other duties as assigned.

Education and Experience:

- Education: High School Diploma or GED.
- Experience: Minimum 3 years of related experience in a related role, one of which must be in a school or school support setting.
- Experience independently processing payroll and retirement reporting.
- Experience working with payroll systems and reporting platforms.
- Preferred:
 - Related experience in a remote environment.
 - Related Certification.

Knowledge, Skills, and Abilities:

- Knowledge of payroll administration, retirement reporting, and payroll compliance requirements.
- Ability to interpret and apply policies, regulations, and reporting guidance.
- Strong analytical, problem-solving, and reconciliation skills.
- Demonstrated ability to learn and master multiple payroll systems and reporting platforms.
- Excellent attention to detail and commitment to accuracy.
- Strong organizational and time-management skills with the ability to manage multiple deadlines.
- Effective written and verbal communication skills.
- Ability to work independently while contributing to a collaborative team environment.
- Commitment to delivering exceptional customer service.

Supervisory Responsibilities: Not applicable.

Core Values: As a valued member of our team, you will be expected to uphold and embody our company's core values of:

- Integrity
- Accountability
- Diversity
- Passion
- Leadership

Payroll and Retirement Specialist

833-458-8277 | www.theinschools.com

- Collaboration, and
- Quality

These values serve as the foundation of our organization and guide our interactions with colleagues, schools, and vendors. Your commitment to these principles will contribute to a positive and productive work environment.

Physical Demands: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 15 pounds.

Environment: As a remote employee, you will have the flexibility to work from the comfort of your own home. This allows for a more personalized and efficient work environment. You will need to have a dedicated workspace with reliable internet access and the necessary equipment to perform your job duties. While working remotely offers many benefits, it also requires strong self-discipline, effective time management, and excellent communication skills to maintain productivity and collaborate effectively with team members.

Travel: While infrequent, travel may be required to conferences, meetings, and professional development training as needed.

Disclaimer: This document is intended to describe the general content and to identify essential functions and requirements for performing this job, and is not an exhaustive statement of duties, responsibilities, or requirements.

inSchools complies with the ADAAA and considers reasonable accommodation measures that may be necessary for eligible applicants / employees to perform essential job functions.

Employment with inSchools is "at-will," meaning that either inSchools or an employee may terminate the employment relationship at any time with or without cause, notice, reason, or justification.