

Payroll Specialist II

Job Title	Payroll Specialist II	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	4.14.2026

Position Summary:

InSchools' Payroll Specialist II independently manages payroll processing for assigned schools while ensuring accuracy, compliance, and consistency. This role builds on foundational skills by taking ownership of payroll functions, contributing to quality control, and supporting team operations.

Essential Functions:

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

Payroll Processing & Ownership (Independent Execution)

- Independently process payroll for 3+ assigned schools
- Enter, verify, and audit payroll data with a high degree of accuracy
- Review timesheets, stipends, extra duty, and leave entries for accuracy
- Calculate and process payroll changes related to new hires, terminations, and position updates
- Process deductions and benefit changes independently
- Ensure payrolls are completed accurately, timely, and in compliance with established deadlines

Quality Control & Data Accuracy

- Perform quality control (QC) reviews for payrolls outside of primary assignments
- Run and analyze payroll reports to ensure accuracy and completeness
- Identify discrepancies related to pay, taxes, deductions, and employee data
- Ensure accurate coding and submission of employee-level data for:
 - Tax filings
 - TRS reporting
 - PEIMS reporting

Issue Resolution & Problem-Solving

- Identify and resolve missing or inconsistent payroll data in coordination with schools
- Investigate discrepancies and implement appropriate corrections
- Escalate issues with recommended solutions, not just identification

- Support resolution of payroll corrections and adjustments with accuracy and documentation

Documentation, Workflow & Organization

- Maintain payroll documentation in Monday.com and shared systems
- Create and manage payroll calendars, deadlines, and processing checklists
- Prepare payroll files and supporting documentation for client review
- Support audit preparation and corrections with accurate and organized documentation

Client & Team Support

- Communicate directly with schools to resolve payroll questions and discrepancies
- Provide guidance and clarification on payroll processes and requirements
- Provide informal support and guidance to Payroll Specialist I team members
- Assist in reinforcing standard workflows, expectations, and best practices

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

Additional Responsibilities

- Perform other duties as assigned to support departmental and organizational needs

Education and Experience:

- Education: High School Diploma or GED.
- Experience: Minimum 2 years of related experience in a related role, one of which must be in a school or school support setting.
- Preferred:
 - Related experience in a remote environment.
 - Related Certification.

Knowledge, Skills, and Abilities:

- **Communication Skills:** Ability to communicate clearly, professionally, and effectively in both written and verbal formats.
- **Relationship Management:** Ability to build and maintain positive working relationships with colleagues, leadership, vendors, and school clients.
- **Attention to Detail:** Strong accuracy in data entry, documentation, and compliance-related tasks.

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- **Time and Task Management:** Ability to prioritize tasks, manage multiple deadlines, and work efficiently in a fast-paced environment.
- **Independent Work:** Ability to perform routine responsibilities with minimal supervision while exercising sound judgment.
- **Customer Service Orientation:** Demonstrates a responsive, solutions-oriented approach when supporting schools and employees.
- **Analytical and Problem-Solving Skills:** Ability to identify issues, analyze information, and recommend appropriate solutions.
- **Clerical and Technical Skills:** Proficient in general administrative functions, including data entry, document management, and HR/Payroll systems.
- **Mathematical Skills:** Ability to perform basic calculations accurately (e.g., benefits reconciliation, payroll-related support).
- **Adaptability:** Ability to remain flexible and composed under pressure while managing competing priorities.
- **Keyboarding Skills:** Minimum typing speed of 35 words per minute.

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
- 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.

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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.