



JOB DESCRIPTION

Job Title	Payroll Manager
Department	Business Services
Reports To	Executive Director of Business Services
Classification	Non-Affiliated
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Payroll Manager, under the direction of the Executive Director of Business Services, directs and supervises preparation, recording and disbursement of all wages, salaries, various payroll transactions, and liabilities, including distribution of all payroll payments. Objectives of the position include but are not limited to ensuring that all payrolls and related reports are completed in timely fashion, maintaining official payroll records, ensuring the district's payroll activities are compliant with all applicable regulations, ensuring compliance and proper administration of the district's employee benefit programs, and other varied functions.

Essential Job Functions

- Plans operating activities of the payroll department and assists in the formulation of future objectives, including those related to data processing implementation.
- Assures proper completion of all required forms and payroll-related reports, including federal reports.
- Completes/supervises payroll statistical data as required.
- Compiles and examines cost information, prepares reports, and makes recommendations to Executive Director of Business Services.
- Establishes payroll procedures.
- Processes and supervises the posting of data and appropriate journal entries as required for all payrolls.
- Implements Board policies and procedures concerning payroll.
- Assures compliance with federal and state regulations in payroll and benefit-related matters.
- Consults with other departments and administration regarding payroll data and procedures.
- Supervises and evaluates the payroll staff.
- Provides support and training to other payroll staff members.
- Oversees maintenance of appropriate insurance/self-insurance records.
- Supervises processing of retirement paperwork.
- Creates, modifies, tests and monitors calculation codes for payroll.
- Creates new reports as needed and maintains and/or modifies existing reports.
- Understands Human Resources policies and programs as they relate to payroll.

- Assists in the equitable solution of complaints, concerns, and problems in the areas of payroll.
- Communicating with employees regarding payroll & benefits.

Ancillary Job Functions

- Other duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s Degree in Business Administration or a related field.
- Minimum of three years of experience in supervising a payroll operation.
- Experience in payroll in benefits for a company with more than 50 employees.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Minimum of five years of experience in supervising a payroll operation.
- Certified Payroll Professional certification.
- Knowledge of governmental accounting.
- Programming, SQL, and report writing experience.
- Experience with complex benefit packages.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work independently without direct supervision.
- Ability to exercise judgment and discretion in the application and interpretation of policies, laws, and regulations.
- Strong problem solving and analytical skills.
- Ability to interact with staff, co-workers, and other public in a friendly, service-oriented manner.
- Strong leadership and interpersonal skills.
- Ability to communicate verbally and in writing so others will understand.
- Ability to effectively present information and respond to questions from employees, various outside organizations, and the general public.
- Ability to provide services with a high degree of confidentiality.
- Ability to prepare and maintain clear, detailed, and complete reports.
- Ability to work a flexible and varied schedule including evenings and weekends as needed.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.