

Job Description

Job Title: **Payroll Manager**
 Job Family: **Human Resources/Payroll**
 Pay Program: **Administrative**
 Prepared/Revised Date: **May 1, 2012**

Job Code: **080527**
 FLSA Status: **Exempt - A**
 Pay Range: **L 09**
 Work Year: **12 months**

SUMMARY: Responsible for the overall operation of the Payroll Department to include, but not limited to: processing the monthly payroll, preparing and submitting appropriate taxes and reports in an accurate and timely basis, supervision of payroll department and resolving payroll issues and concerns.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for monthly payroll processing for entire District of 5,000 plus employees.	D	20%
2. Responsible for resolving PeopleSoft system issues and concerns by working closely with the Information Technology department. Attend weekly meetings as warranted and implement decision-making authority for items affecting payroll. Responsible for staying abreast of changes and updating payroll tables as necessary.	W	10%
3. Responsible for resolving payroll issues and concerns with internal stakeholders such as employees, departments and schools through effective communication skills and customer service.	D	20%
4. Identify, recommend and implement appropriate business process efficiencies in relation to payroll processing; work in conjunction with supervisor and appropriate project teams to accomplish.	M	10%
5. Responsible for the calculation, preparation and transmittance of monthly federal and state tax deposits and PERA Contribution Summary Report in an accurate and timely manner; resolve discrepancies as warranted. Stay abreast of PERA regulations, current events and proposed new legislation.	M	10%
6. Conduct all human resource functions for the payroll department such as, but not limited to, hiring, training, mentoring, directing and terminating; accordingly ensure professional development and conduct evaluations.	D	5%
7. Responsible for the processing of annual W-2's for both current and previous employees including specific functions attributable to this function. Determine annual payroll timelines and set up pay and time entry calendars for appropriate locations.	A	10%
8. Responsible for verifying changes in relation to new, current and terminated employees; Reconcile general ledger accounts pertaining to payroll.	M	5%
9. Collaborate with independent external auditors on payroll related items as necessary.	A	5%
10. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's Degree in Accounting, Finance, Business Administration or related field preferred. In lieu of bachelor's degree, additional five (5) years' experience with some college attainment is acceptable.
- Minimum of eight (8) years' experience with payroll processing. Supervisory experience preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.
- Strong supervisory skills.
- Strong accounting and math skills.

- Knowledge of current tax laws, PERA regulations and 403B/401K compliance laws.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent Policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with Microsoft Office Suite.
- Operating knowledge of and experience with payroll software and accounting software.
- Operating knowledge of and experience with PeopleSoft and PeopleSoft Financials preferred; required within 3 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Finance Director	5032

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Specialist, Payroll	3	1002

- Responsible for training; planning, assigning, directing and reviewing work; appraising performance; addressing complaints and resolving problems; assisting with interviewing and hiring.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	