

Job Title: SUPERVISOR, PAYROLL
Reports to: Director, Budget
Dept./School: SPC – Administration building
Wage/Hour Status: Exempt
Date Revised: February 18, 2019

Primary Purpose

Direct and manage the operation of all payroll affairs of the district. Serve as the chief payroll adviser to the Budget Director.

QUALIFICATIONS

Education/Certification

High school diploma or GED
College hours or Degree preferred

Special Knowledge/Skills

Knowledge of basic accounting procedures.
Able to maintain accurate and auditable records.
Proficient typing/word processing (minimum 45 WPM) and file maintenance skills.
Demonstrate good communication skills (writing, spelling, listening, and speaking).
Able to perform work as a member of a team.
Able to organize, prioritize and perform tasks with limited supervision.

Experience

Minimum three years payroll or accounting experience, preferably in a public education environment.
Minimum three years of experience working with computer software applications, including Skyward.

MAJOR RESPONSIBILITIES AND DUTIES

1. Direct the activities and assurance of accurate processing of employee paychecks by applying policy, procedures and tax laws. Effectively lead internal audit reports.
2. Supervise and coordinate fiscal and calendar year-end processing of payroll, including supplemental payrolls, W-2 and other tax forms, and other government required documentation.
3. Oversee the maintenance of payroll records, logs and files in accordance with district board policy and state and federal laws and regulations.
4. Prepare quarterly tax returns for federal and FICA/Medicare, as well as monthly TRS reporting.
5. Ensure timely reporting and payment of the employer's and employee's withholding taxes and miscellaneous withholdings to appropriate agencies, including court ordered deductions.
6. Attend training sessions/conferences to enhance professional skills and knowledge.
7. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
8. Evaluate job performance of employees to ensure effectiveness regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
9. Maintain current understanding of payroll software and provides training to District and Payroll Staff.

10. Prepare and administer department budget. Monitor and authorize expenditures in accordance with established guidelines.

Other

11. Maintain confidentiality of information.

12. Perform all other task and duties as assigned.

EQUIPMENT USED

Personal computer, printer, calculator, fax machine, and copier.

WORKING CONDITIONS

Mental Demands/ Physical Demands/Environmental Factors

Maintain emotional control under stress.

Occasional district and statewide travel.

Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: _____ **Date:** _____

Reviewed by: _____ **Date:** _____