

TITLE: Payroll Manager

QUALIFICATIONS:

1. Bachelor's Degree from an accredited four-year college or university in Accounting or related field.
2. Three (3) or more year's successful experience in payroll or business administration.
3. Demonstrated proficiency in oral and written communication skills.

REPORTS

REPORT TO: Chief Financial Officer

JOB GOAL: To assist in the administration of the payroll, and the system's business affairs

JOB DUTIES:

1. Responsible for supervising the day-to-day operations of the department as assigned, ensuring the delivery of services in an efficient, caring and timely manner.
2. Responsible for payroll records, deductions and other related items.
3. Responsible for verification of all checks and amounts being processed.
4. Responsible for overseeing the preparation and maintenance of all necessary payroll reports including monthly, quarterly and yearly federal and state reports.
5. Responsible for staying current on all IRS, Social Security, Federal and State tax, etc., regulations and reporting requirements to include W-2's and other required year-end statements.
6. Assisting all personnel with enrollment and preparation of required forms including insurance and other payroll deduction forms.
7. Responsible for the maintenance of all employee leave records.
8. Responsible for overseeing the maintenance of all non-exempt employees working hours through the designated time keeping system.
9. Responsible for ensuring Board of Education policies and federal laws related to payroll are being following accordingly.
10. Demonstrate ability to research, compile and report data.
11. Works closely with the Chief School Financial Officer to coordinate the function of the payroll department.
12. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
13. Maintain confidentially any school system related information and any sensitive employee information.
14. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
15. Ability to work independently with a high degree of accuracy and organization
16. Perform other duties as may be assigned.

