

**Payroll Supervisor
New Hanover County Schools**

Job Description

Class: Administrative
Dept: Finance

TITLE: Payroll Supervisor

QUALIFICATIONS:

1. Bachelor's degree in Business or related field or equivalent combination of education and experience.
2. Extensive knowledge required in the following areas: payroll and accounting software and processes, budgeting, spreadsheet and data base programs, and generally accepted accounting principals.
3. Five years of experience and supervisory experience preferred.

REPORTS TO: Director of Finance

JOB GOAL: To coordinate, facilitate and monitor the processing of system payroll.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Supervise payroll support associates in all payroll functions. Monitor monthly payroll preparation.
3. Prepare monthly, quarterly, and annual payroll reports including but not limited to IRS and NC Department of Revenue, prepare and reconcile W-2's and 1099-R's.
4. Provide primary customer service related to payroll issues.
5. Prepare monthly and annual payroll schedules and calendars.
6. Provide payroll training and procedures to school and departmental payroll operators.
7. Conduct school/department visits and onsite payroll reviews.
8. Maintain payroll procedures in compliance with state and federal policies and regulations.
9. Monitor and correct state audit exceptions.

10. Prepare journal entries as needed.
11. Research software issues and verify system reliability subsequent to software upgrades.
12. Provide system reports for payroll codes as requested.
13. Maintain system files and pay tables in payroll system.
14. Maintain Payroll Department Forms (update with IRS and State rate changes).
15. Provide W-2 reprints.
16. Perform additional duties and special projects as assigned by the Director of Finance.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: Central Office Administrator II

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of administrative personnel.

Knowledge, Skills and Abilities:

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.