

PAYROLL MANAGER

Business Services Department



Purpose:

The Payroll Manager oversees the District's payroll operations, ensuring timely and accurate processing of wages and benefits and compliance with relevant laws, regulations and District contracts.

Reports to: Administrator of Fiscal Services

Nature & Scope:

The Payroll Manager works independently, performing work of a regular and recurring nature under general supervision. The nature of the work requires adherence to statutes, policies, procedures and regulations. The work requires regular independent judgment, dealing with frequent non-routine situations, and coordinating activities of a vital District operation. The incumbent interfaces with District leadership, District employees, and outside professionals, and the incumbent supervises several direct reports within the department.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Plans, oversees and coordinates the timely and accurate execution of District payroll functions.
3. Ensures timely and accurate payment of wages and benefits.
4. Ensures timely and accurate payment and reporting of federal and state withholding taxes.
5. Verifies compliance of payroll activities with District labor contracts and federal and state statutes.
6. Queries District payroll databases to prepare reports, analysis, spreadsheets, lists and other data compilations.
7. Coordinates payroll deadlines and processes with other departments.
8. Oversees the administration of the District's Public Employees Retirement System (PERS) reporting system, including the maintenance of the District's PERS data interface.
9. Oversees the maintenance, evaluation and reconciliation of employee retirement accounts.
10. Develops, implements and documents payroll and PERS policies, processes and procedures, ensuring that confidential information is handled appropriately and that record storage and retention policies meet legal requirements.
11. Implements enhancements to payroll system processes in coordination with Human Resource and Information Technology departments.
12. Reviews new releases and system upgrades and implements any system changes in coordination with Human Resource and Information Technology departments.

13. Supervises payroll staff, including directing and planning work activities, assigning duties and ensuring appropriate staff training.
14. Ensures compliance with inquiries and audits, including interfacing with external auditors and state and federal agencies.
15. Remains current on all relevant changes in tax laws, governmental regulations, bargaining contracts, District policies and benefit programs.
16. Provides timely and accurate information to District staff regarding payroll matters, including necessary guidance around relevant tax law changes and any other large-scale issues which would affect employee pay.
17. Responds to grievances from District staff and union representatives.
18. Responds to public information requests as well as internal or external agency requests regarding compensation.
19. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
20. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a Bachelor's degree.
2. Must possess two years' experience in computerized accounting and database systems' practices and procedures.
3. In lieu of #1 and #2, must possess six years equivalent combination of education and experience necessary to perform the job functions.
4. Must possess comprehensive knowledge of modern office procedures and standard software platforms.
5. Must possess excellent written and oral communications skills.

Working Conditions:

The Payroll Manager works primarily within an office environment. The work environment is often controlled and quiet, but will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, communicable diseases, and distraught or difficult individuals. The work requires regular focus on a computer screen and precise control of fingers and hand movements.

Work Year: 12-month

Bargaining Unit: Non-represented

FLSA Status: Exempt

Date Approved: November 26, 2018

Date Revised: November 26, 2018

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.