

ST TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana
Job Description

TITLE: Supervisor of Payroll Services (FLSA Status: Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. Citizen or an authorized alien
2. A bachelor's degree in Accounting or Business Administration from an accredited four (4) year college or university.
3. Three (3) years of experience involving payroll as the major duty. Experience involving payroll as the major duty may be substituted for the required college training on the basis of one (1) year of experience for two (2) years of college. College graduation with major work in Accounting or Business Administration or closely related fields may be substituted for one (1) year of the required experience.

REPORTS TO: Chief Financial Officer

JOB SUMMARY:

This position functions in a highly complex administrative environment and is responsible for the supervision and coordination of all aspects of payroll processing operations and state retirement reporting. Develops goals and objectives designed to provide efficient operation of all assignments and makes day-to-day decisions within the department. Reviews and improves services on an ongoing basis. Provides training to team on policies, regulations, and processes. Additionally, this position assists team members with resolving errors or responding to inquiries.

Work is performed in accordance with established policies and procedures of the Board and the laws and regulations of the State. Supervision is exercised over all payroll personnel.

Work requires the exercise of initiative in responding to and adjusting problem situations and interpreting and applying payroll operating procedures to varied work problems.

ESSENTIAL JOB FUNCTIONS:

1. Establishes and manages annual payroll calendar
2. Ensures accurate calculation of wages and processing of tax withholding and agency deductions in a timely manner
3. Prepares reports on employee pay, employee accruals, taxes, and other withholdings.
4. Coordinates implementation of employee deductions with all third party providers.
5. Oversees the distribution of employee pay.
6. Assists appropriate administrators with all payroll concerns.
7. Coordinates information between payroll/personnel departments and retirement agencies to facilitate data exchange.
8. Coordinates the daily operations of the department.
9. Ensures timely remittance of monthly employer and employee retirement contributions and reports to the four retirement systems.
10. Works closely with State Auditors and independent auditors to facilitate accurate and objective evaluation reports of the system.
11. Ensures timely submission of PIP documents (Professional Improvement Program)
12. Coordinates application of all employee voluntary deductions with third party administrators and technology department.
13. Processes annual employee accrual updates
14. Processes any board approved salary increases
15. Processes and distributes employee W2s

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Perform any other duties as assigned by the Chief Financial Officer

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the shift.
4. Must tolerate periods of walking throughout the shift
5. Must on occasions lift and carry file boxes, books, manuals, catalogues, files, records, etc.
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects, filing, typing, shredding and computer runs.
8. Must be able to handle numerous duties:
 - A. Fine Motor Skills
 - 1) Adding machine
 - 2) Computer
 - 3) Writing out forms
 - B. Grasping
 - 1) Manuals
 - 2) Boxes
 - 3) Journals

TERMS OF EMPLOYMENT: 12 months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number