

## Payroll Supervisor

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### **Purpose Statement:**

This position ensures proper processing of the district's monthly payroll, daily management of employee leaves, district payroll policies, and assists in the retirement processes. The position ensures the effective and efficient processing of the district's multimillion-dollar payroll, quarterly and annual tax reporting and annual W-2's. Directly supervises other payroll positions.

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### **Essential Functions**

- Oversees the maintenance of the employee payroll management system; supervises duties connected with processing employee pay to include calculating wages, pay adjustments, invoicing employees, notifying administrators and employees regarding employee pay and leaves.
- Analyzes all data is reported to various agencies properly.
- Oversees and maintains death of employee process and family interaction, clearing house for replacement checks, bank and county treasurer reporting and stale dated checks.
- Prepares and submits required quarterly reports and payroll taxes. Responsible for the annual W-2 audit and processing.
- Assists retirement specialist on audits for hours and compensation reported to DRS and the current human resource/payroll system for all employees, assists in reporting of TSA (Tax Shelter Annuity Plan 457b), Deferred Compensation (Plan 403b), Veba (sick leave cash outs), and Flex Plan.
- Supervises, trains, monitors, and evaluates work of assigned employees.
- Monitors trends to facilitate departmental planning.
- Directs the work of other payroll staff for the purpose of managing workflow, setting priorities, providing instruction and guidance in system processes and procedures that will ensure timely and accurate pay.
- Collaborates with vendors (e.g. identifying needs, documenting process, defining and ensuring fulfillment of requirements, etc.) for the purpose of developing, implementing and maintaining information systems, services and/or programs.
- Takes a lead role in special projects such as upgrades to the human resources/payroll system for the purpose of providing information and feedback to other payroll staff, developers, identifying needs for enhancements, developing and modifying business processes that will maximize the functionality of the system.
- Works closely with administrators to assist Director of Payroll for the purpose of resolving issues in regards payroll processes, or compliances with legal regulations, policies or collective bargaining agreements.
- Serves as a backup for the Director of Payroll and Retirement Specialist for the purposes of maintaining department efficiency and effectiveness in their absence.

### **Other Functions**

- Participates in payroll leadership team
- Establish work group goals and objectives consistent with department and District goals.

### **Job Requirements: Minimum Qualifications**

#### **Knowledge, Skills and Abilities**

- Advanced knowledge and skills with automated payroll systems, Microsoft Office application
- Ability to work with third party software, internet and email programs
- Advanced knowledge of general accounting, payroll, and auditing procedures
- Advanced knowledge of employee benefits and retirement programs and processes

- Proficient knowledge of tax reporting requirements relating to payroll and retirement reporting and processing
- Advanced ability to accurately perform complex mathematical calculations
- Ability to maintain confidential and sensitive material and information
- Ability to take initiative, work independently, and effectively manage multiple projects
- Ability to supervise, lead and motivate assigned staff and provide training
- Ability to work effectively and maintain a positive leadership culture in support of the districts strategic goals, while under pressure
- Demonstrated proficiency in oral and written communication
- Ability to lead understand/explain and ensure compliance with district payroll practices and procedures
- Ensure compliance with federal, state, local laws, regulations, and policies that govern public school district payroll
- Demonstrate strong skills to interpret and integrate laws/enhancements and bargaining agreements into payroll process
- Establishes district priorities and deadlines for department with payroll administrator, and ensures compliance for all staff
- Ability to work with a wide diversity of individuals, work with variety of data, and variety of other staff members in other departments
- Required to perform multiple, technical tasks with a need to continually upgrade skills in order to meet changing job conditions

### **Working Environment**

Office/business setting; requires visual and mental concentration on high volume of detail; computer operation requires dexterity and precision; required to sit for prolonged periods; experiences interruptions and inflexible deadlines; required to deal with distraught, frustrated, and angry people. Teamwork and high productivity requirements create frequent extra hour days and weekends.

### **Education and Experience**

Bachelor Degree or Associated of Arts Degree in accounting or business administration and/or five years of successful lead or supervisory payroll or accounting experience required. Previous school district payroll or human resource experience within a K-12 school district required. BusinessPlus experience preferred.

### **Reporting Relationship**

Reports to the Director of Payroll

### **Required Testing**

Successful completion of required tests

### **Certificates & Licenses**

Must be bondable

### **Continuing Educ./Training**

### **Clearances**

Criminal Justice Fingerprint/Background Clearance