



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## NOTICE OF VACANCY

DATE

### **POSITION:**

Payroll Systems Manager

### **LOCATION:**

Finance Department – Central Office

### **POSITION SUMMARY:**

Under the direction of the Chief Financial Officer, the Payroll Systems Manager provides professional services of a general, specific, technical, sensitive and/or confidential nature. Work involves coordinating with the Staff Accountant for Payroll to complete all aspects of the payroll processing and includes having full working knowledge of the financial/payroll software functionality with respect to the processing of employee compensation, payroll deductions, leave reporting, benefits, and all federal and state reporting requirements. The Payroll Systems Manager is expected to be highly attentive to details, exercise good judgement, follow instructions given by the immediate supervisor, and work independently with minimal supervision.

### **REPORTS TO:**

Chief Financial Officer and Supervisor of Finance

### **EDUCATION, CERTIFICATION, AND EXPERIENCE:**

1. High School diploma or General Education Development (GED) program certificate.
2. Experience with payroll related procedures, including all applicable state and IRS reporting
3. Experience with writing Cognos reports
4. Experience with auditing employee absence records in PowerSchool software
5. Experience with processing online timecard (preferably in eFinance)
6. Experience with performing payroll functions associated with processing worker's compensation payments
7. Experience with accrual and processing sick and safe leave

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Excellent verbal, written communication and human relations skills
2. Excellent personal computer (Excel, Word) skills
3. Demonstrated proficiency in organization skills and general math skills
4. Ability to produce an accurate work product
5. Proven ability to work with a minimum of direct supervision and to carry a project to its completion
6. Willingness and capability to work beyond the normal workday as needed to meet deadlines and attend or participate in occasional meetings
7. Exercises good judgment in making decisions, including handling telephone calls, composition of letters and memoranda
8. Demonstrated success in accomplishing tasks akin to the responsibilities listed below
9. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

**ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Ensure that all payroll deadlines are met, to include processing pay runs, tax filings, submission of state retirement reports, etc.
2. Performs duties of the technical payroll software lead in thoroughly understanding the complexities of the software system and applying best practices in ensuring that all Calvert County Public School contract, and federal and state laws and regulations are met
3. Maintains up to date knowledge and application of applicable payroll law changes, to include, but not limited to income tax, retirement contributions, deferred compensation deductions, healthcare contributions, flexible spending, life insurance
4. Processes payroll information for contract employees, temporary personnel, and substitutes
5. Assists in maintaining a payroll system compliant with all federal, state, and local laws and regulations
6. Processes appointment notices, tax, and benefits information, direct deposit data, and payroll deduction and garnishment information for employees
7. Reviews leave information for all schools and offices for completeness, accuracy, and compliance
8. Verifies that salary information agrees to appropriate salary schedule as approved by the Board of Education
9. Reviews and verifies all documentation for arithmetical accuracy
10. Maintains knowledge of all employee organization agreements to monitor compliance with leave and other issues that may affect payroll
11. Responds to phone calls and emails, answer questions, performs research, and handles correspondence regarding pay check and direct deposit information, including withholdings, deductions, calculation of pay, leave, as well as, all benefit and deduction programs (including health and life insurance, Section 125 plans and tax sheltered annuities) and prepares paychecks for delivery
12. Prepare reports and reconcile payroll deductions to vendor invoices
13. Prepare payroll date and work schedules
14. Complete required tasks related to worker's compensation in a timely manner
15. Prepare and file state retirement reports, prepare and transmit payroll tax information
16. Verify W-2 information and file the appropriate W-2 data with federal and state agencies
17. File payroll information in appropriate employee files and maintain other files and reports in an organized manner
18. Transmit direct deposit information to the bank
19. Provide accurate and timely financial reporting of payroll related data by ensuring proper expenditure account codes and accuracy of payroll-related encumbrances
20. Participate in budgetary monitoring and control of payroll and benefits-related accounts
21. Maintain integrity of payroll files for audit purposes
22. Interact well with co-workers and provide outstanding customer service

- 23. Work extended hours daily and work flexible hours as necessary
- 24. Work well under stress and meet all deadlines

**OTHER DUTIES:**

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)  
Performs related work as required or assigned by the Chief Financial Officer or Supervisor of Finance.

**PHYSICAL DEMANDS:**

Position is essentially sedentary.

**UNUSUAL DEMANDS:**

None

**TERMS OF EMPLOYMENT:**

Twelve (12) month position and salary commensurate with qualifications and experience applied to the salary schedule for support employees (Scale 23). All employees are encouraged to have automatic payroll deposit.

**FLSA STATUS:**

Non-Exempt

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:**

**APPLICATION PROCEDURE:**

**This posting will remain open until filled.**

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted

and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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