

## 27J SCHOOLS EXEMPT JOB DESCRIPTION

**Job Title:** Payroll Manager – Was Payroll Supervisor  
**Date Prepared or Last Modified:** November 1, 2017, Reviewed December 2020  
**Work Year:** 12 Months  
**Department:** Finance Department  
**Reports To:** Chief Financial Officer

**SUMMARY:** Responsible for the overall operation of the Payroll Department. Manages all district payroll functions including preparing remittance of payroll liabilities, researching state and federal laws as they apply to governmental accounting. Prepares and audits governmental reports such as W-2's, 941's and unemployment insurance. Prepares special reports for Chief Financial Officer monthly and on an as-needed basis. Collaborative working relationship, emphasizing on teamwork between Human Resources and the Payroll Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 19% Manage and monitor payroll functions on a day-to day basis including hiring, directing, mentoring, training and development, disciplining, evaluating and terminating Payroll staff. Regularly confer with staff to assist them in decision making.
- D 12% Handle escalated customer concerns and complaints as they arise. Work to find solutions within district policies to satisfy these concerns.
- D 8% Ensure that all payroll data and reporting is reliable and prepared in accordance with established accounting policies and procedures and are completed accurately and timely. Complete payroll statistical data and monthly department metrics
- D 9% Audit and verify employees' salary and benefit data submitted by Human Resources for accuracy and internal controls. Assign and input account numbers.
- M/W 15% Develop and implement payroll procedures, policies and methods to ensure proper, accurate and efficient processing of payroll that is compliant with existing laws, regulations, district policies and master agreements. Develop comprehensive work plans and calendars and write communications for district distribution to ensure compliance and all deadlines are met timely and accurately.
- M/A 10% Manage and maintain the computerized payroll and timekeeping systems. Ensure that the district is in compliance with existing laws, regulations, district policies, and master agreements. Maintain awareness of changes in federal and state laws (i.e. IRS, FLSA, PERA, and Unemployment).
- M/Q/A 8% Coordinate and ensure the balancing of various statistical and other reports to meet federal, state, and district reporting requirements, including the submission of electronic transfers related to W-2s, I.R.S. Form 941 Report of Federal Withholding Tax, and Colorado Department of Labor Unemployment Insurance Tax Report.
- M 5% Oversee the creation and transmission of the payroll calculation, actual payroll run, direct deposit pre-notification, actual direct deposit submission to the bank, and payments initiated for payroll liabilities (state, federal withholding taxes, PERA, HSA, 403(b), 401(k), Dependent/Healthcare, garnishments and other miscellaneous contributions and union dues) to ensure a timely and accurate payroll.
- M 5% Responsible for reconciling all general ledger accounts pertaining to payroll.
- A 8% Work directly with external auditors to coordinate the preparation of payroll statistical data including accrued salary and benefits, PERA liability, early retirement liability, compensated absences liability, and self-funded dental plan analysis for the Comprehensive Annual Financial Report.
- M 1% Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements*

*listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING** Bachelor's Degree or above in Business Administration, Finance or Accounting or equivalent advanced training and/or experience.

**EXPERIENCE** Minimum of five years' experience in payroll, preferably in a governmental or school district environment.

**SKILLS, KNOWLEDGE, & EQUIPMENT** Demonstrated experience with regulatory agency requirements and laws. Demonstrated experience with basic payroll law, garnishment requirements, wage and hour guidelines and FLSA requirements. Strong technical knowledge of accounting standards and financial statement reporting. Expert competence with spreadsheet, database and accounting software and knowledge of computers are essential. Must possess excellent organizational skills in a complex environment and effective written and oral communication skills. Knowledge of time keeping software preferred at the time of hire, but not required.

**CERTIFICATES, LICENSES, & REGISTRATIONS** None required.

**SUPERVISION/TECHNICAL RESPONSIBILITY** Up to 50% of time spent supervising payroll staff, including hiring, training, directing work, evaluating and terminating staff. Technical resources responsibilities are within the immediate work unit.

**JUDGMENT AND DECISION MAKING** Work is assigned by CFO based on content of assignment in accordance with job description. This position provides direct support to principals and department heads with regards to payroll matters. Requires collaboration on a regular basis with principals, department managers, outside accounting firm and senior management. Supervisor is involved only in major decisions.

**DIVERSITY OF DUTIES:** Duties require cross training in time and attendance, position control, account coding, compensation, accounting principles, Board and district policies and procedures, federal and state laws and taxes related to payroll, and automated accounting systems. Manages and maintains all areas related to payroll, including accuracy of time and attendance, balancing payroll liabilities, reviewing position control and assigning account code for selected positions, and ensures balancing to the Financial Management System. Ability to understand verbal information and instruction, and occasionally to interpret meaning of individuals explaining problem. Ability to read and understand written material, including payroll guidelines, report formats, etc. Ability to translate verbal or written communication into effective written material. Ability to use basic mathematical skills in calculating payroll, reconciling accounts, etc. Self-directed, self-motivated, analytical, and possessed high initiative and a high level of confidentiality. Duties impact individuals across the district on a daily basis.

**SAFETY TO SELF AND OTHERS** Low exposure to self to repetitive motion injuries due to data entry and bruises and cuts due to typical office accidents.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required sit and talk or hear; and occasionally required to stand, walk, and reach with hands and arms.

**WORK ENVIRONMENT** The noise level in the work environment is usually quiet.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, and evaluate. This position requires someone who is frequently required to compile and negotiate.