

**ST. MARY PARISH PUBLIC SCHOOLS  
PAYROLL MANAGER JOB DESCRIPTION**

**POSITION:** Payroll Manager

**REPORTS TO:** Chief Financial Officer

**SUPERVISES:** Assist with supervising Insurance and Benefits Personnel

**TERMS OF EMPLOYMENT:** 12-Month

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**OBJECT/FUNCTION:** 118/2514

**QUALIFICATIONS:** Must possess a minimum of a bachelor's degree; bachelor's degree in accounting is preferred; a minimum of three (3) years of experience in the primary role of managing and/or processing payroll; possess strong analytical and reconciliation skills; ability to adapt to a changing work environment; proficient use of office technologies and intermediate to advanced experience using MS Excel, MS Word, and MS Outlook; working knowledge of payroll processing systems.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Exempt

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the St. Mary Parish School Board Policy GBI- Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Stay abreast of current employment and tax laws, professional practices and technical skills by participating in job-related professional development opportunities-
2. Maintain strict confidentiality of office business.
3. Be familiar with district funds and general account code assignments provided in the Louisiana Accounting and Uniform Governmental Handbook (LAUGH), BESE Bulletin 1929, and state reporting classifications to properly charge payroll costs to the general ledger and for reporting in the School Board's financial reports.
4. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure. Maintain focus on incorporating processes to perform payroll functions and other assigned tasks remotely, and work with sub-systems and providers to accomplish remote processing should the need arise.
5. Keep the Chief Financial Officer informed of any significant issues that arise in payroll processing and any activity that is not conducted in accordance with established procedures or sound business practices as soon as it becomes known.
6. Process regular monthly payroll including manual entries for stipends, extra duty pays, hourly and contract pay entered from time clock reports or time sheets, and verify any dockage calculated for extended leave or leave without pay.
7. Coordinate duties of Insurance and benefits clerk to ensure the timely and accurate processing of payrolls and required, monthly, quarterly, and annual reporting.
8. Verify state and federal tax tables in the payroll system.
9. Assist in the implementation of payroll accounting and employee benefits.
10. Annually verify general ledger codes are properly assigned for each job or work performed by employees in the payroll system by collecting and comparing to job staffing lists provided by department supervisors and Human Resources.
11. Assist in conducting related staff training when needed, individually or in a group setting, for payroll and benefit related matters.
12. Maintain working knowledge of time and attendance and absence management systems.
13. Verify timely payments of monthly payroll deductions, contributions and taxes to third-party vendors or agencies for the current benefit of each employee.
14. Maintain organized payroll records in accordance with Board record retention policies.
15. Follow generally accepted accounting principles when recording and posting transactions.
16. Routinely reconcile payroll and related general ledger account balances.
17. Maintain records of accrued sick leave and annual leave, and severance payments for compensated absence reporting.

18. Work with PEP Coordinator to assure accurate reporting of current data in payroll systems for generating state PEP data files.
19. Assist auditors and CFO in the annual financial audit and preparing the Comprehensive Annual Financial Report.
20. Exhibit a working knowledge of the St. Mary Parish Policies and Procedures Handbook.
21. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
22. Perform any departmental functions duties as may properly come within the scope of said position or may be assigned by the immediate supervisor or Superintendent.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, professional appearance, initiative, and a genuine concern and interest for others.
15. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

**PHYSICAL DEMANDS:** The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials and technology carts. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

**This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.**

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the

**requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_