

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

PAYROLL AND FISCAL SYSTEMS COORDINATOR

POSITION: Payroll and Fiscal Systems Coordinator

REPORTS TO: Assistant Superintendent of Fiscal Services and Human Resources

LOCATION: Department of Fiscal Services

NATURE OF WORK:

This is a highly skilled professional position responsible for the direct coordination and oversight of all aspects of payroll management for the school system. The coordinator must maintain full knowledge and understanding of each negotiated agreement and collaborate with site administrators and staff regarding payroll matters, including planning, organizing, and controlling all aspects of the school district's payroll and integrated database functions. The incumbent will perform confidential, complex, financial report writing and database tasks of payroll and the related integration with accounting, personnel budgeting, absence management, and human resources. . This position reviews, formulates, designs, and implements operations, policies, and procedures for the payroll office coordinating activities both within the department, the organization, and outside agencies and entities, including the Internal Revenue Service, Comptroller of Maryland, Commonwealth of Virginia, Maryland State Retirement Agency, Social Security Administration, and the Maryland Department of Education. The position will oversee other special projects, which may include coordinating, implementing, and enhancing a variety of school and district-wide financial software applications.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change

- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Responsible for the supervision, daily operation, and coordination of the work performed within the Payroll Office
- Manages every aspect of a comprehensive, centralized payroll system along with various integrated applications, including setting up multiple pay calendars and importing multiple pay scales, and processing bi-weekly payroll for all employees
- Reviews and approves payroll transactions inclusive of salary adjustments, attendance, contract payoffs, workers' compensation, employee benefits, deductions, and taxes
- Coordinates the maintenance of the position control system
- Reviews develops, and implements procedures to improve workflow and accountability for payroll, and position control
- Troubleshoots financial software and applications
- Responsible for coordination, implementation, and is a fiscal support point-of-contact for all school and student-based financial software
- Takes the initiative to keep abreast of changes in local, state, and federal laws, changes in Board policy, and negotiated contract language as they pertain to payroll functions
- Develops and prepares manuals required to guide activities of payroll and the accounting of absences for administrative, technical, and support personnel who maintain financial systems and record financial data
- Monitors eFinance audit trails for accuracy, recommending journal entries, assists with forecasting and budget monitoring as applicable
- Interacts with management information systems personnel on a regular basis to develop, modify, or implement financial software programs and applications
- Confers with the Department of Human Resources throughout an employee's FMLA absence; coordinates employees' return-to-work procedures impact on pay; ensures employee FMLA absence and payroll deductions are accurate
- Collaborates with the benefits office to coordinate the timing of obtaining and implementing annual benefit rate changes, as well as mid-year retroactive withholdings due to leave without pay, potentially resulting from FMLA or other employment-related events
- Facilitates the implementation and enhancement of a variety of school and district-wide financial software applications.
- Ensures that the payroll system and processing practices are regularly being assessed for fraud prevention on behalf of both the employee and the school district
- Ensures compliance with the Fair Labor Standards Act for the pay of exempt vs non-exempt employees and provides guidance to school district administrators on potential compensable time issues and alternatives
- Ensures compliance with the Federal and State minimum wage rates
- Ensures compliance with both the Maryland Department of Labor overtime calculation regulations and related special rates set by the school district, such as emergency pay

- Analyzes, calculates, and determines appropriate involuntary deductions for wage levies, child support, and garnishments per legal court orders
- Analyzes and performs complex calculations to calculate wage adjustments, in accordance with the multiple options provided in the negotiated employee agreement, for over and/or underpayment of wages and ensures appropriate documentation is maintained for audit purposes
- Performs complex pay calculations, including calculation of gross and net pay, recognition of taxable vs nontaxable fringe benefits
- Processes school district-approved leaves, resignations, staffing changes, new hires, retroactive salary placements, position control, and personnel budget changes
- Conducts on-site internal reviews of payroll operations for compliance with policies, regulations, and laws
- Maintains Maryland State Unclaimed Property listing in compliance with regulations and reporting
- Maintain 403b and 457 employee contributions to ensure compliance with IRS annual contribution limits
- Researches, analyzes, develops, and implements changes to payroll-related school district policies and procedures
- Maintains Sick & Safe leave accruals and payouts
- Performs research and prepares various reports and data analytics as requested and to support the reconciliation of payroll general ledger accounts
- Responsible for the preparation, verification, and distribution of payroll checks and resolves inquiries and complaints that arise
- Accurately maintains the school district's payroll system to include the correct retirement affiliation, pretax retirement contribution, state, and federal tax information, pay rates, association dues, and employee direct deposit accounts and amounts
- Monitors payroll system compliance with School Board policy and procedures, association contracts, State statutes, Maryland State Retirement Agency, and Federal laws
- Collaborates with the association officers to calculate association dues deductions
- Evaluates the payroll system's internal controls and procedures, recommends changes as needed to ensure the safeguarding of assets; identifies and initiates appropriate accounting procedures to prevent or correct errors or irregularities
- Prepares, mails, and files various state and federal forms
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- A Bachelor's degree in accounting, business administration/management, computer science, or finance;
- Eight (8) years experience in managing every aspect of a comprehensive, centralized payroll system, including setting up multiple pay calendars and importing multiple pay scales (both front and back-end payroll database experience)
- Experience in data query writing and creating ad-hoc reports to include preparing data files for import or export to/from various applications and the ability to decipher data files
- Experience in integrating absence management systems, time and attendance stand-alone systems with a payroll system
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for the purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position

Preferred

- Master of Business Administration
- Certified Public Accountant degree/license

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range C.

BARGAINING UNIT ELIGIBILITY: SMASA

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