

**Position Title:** Payroll & Student Activity Funds Administrator

**Reports to:** Director of Finance and Operations

**Employment Status:** Regular/Full-time

**FLSA Status:** Non-Exempt

### **Position Summary**

Oversees all district-wide payroll processes, ensuring accurate, timely, and compliant preparation and distribution of all payments, deductions, and tax filings in accordance with federal, state, and local guidelines. Additionally, this position is responsible for managing all aspects of student activity funds across the district, including tracking, reconciliation, and reporting.

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### **Essential Duties and Responsibilities**

- **Payroll Management & Compliance:**

- Coordinate all Payroll Department functions.
- Manage the bi-weekly payroll process for accurate and timely payment of all district employees.
- Manage the maintenance of required documentation (registers, reports, earnings, etc.) as required by federal, state, and local laws.
- Coordinate with federal, state, and local tax agencies and other related agencies to resolve payroll disputes or other issues (e.g., quarterly and calendar year updates, tax filings, W2 processing, and related uploads to SSA and the CT DOL).
- Manage preparation of all monthly, quarterly, and yearly payroll deduction reports and related payments.
- Ensure compliance regarding pension and retirement systems, including calculating TRB deductions, updating software/transmittals monthly, and completing pension spreadsheets for the town.
- Calculate pension payouts, terminate employees in relevant systems (resignations/retirements), and provide salary/benefit information for various audits and Medicaid claims (CIRMA WC audit, PSSS office quarterly report).
- Manage employee deduction records and update all salaries/rates/deductions for the new school year (e.g., distributing salary statements/notice of assignments in June).

- **Student Activity Funds Management:**

- Maintain activity funds district-wide, including processing checks and deposits for each school.
- Track all activity in relevant financial software (e.g., ERP Pro; Quicken/ Google Sheets) and reconcile monthly bank statements for each school.
- Manage Tuition Account & Facility Use Account.

- **Financial Reporting & Administration:**

- Manage and prepare information required for GAAP reports and complete monthly General Account reconciliations and Journal Entries (JEs).
- Supply auditors with necessary payroll and activity fund items.
- Provide salary/rate/stipend projections for budgeting purposes and assist with contract negotiations by providing union member information and uploading quarterly reports.

- **General Administration & Interpersonal Skills:**

- Maintain the strictest confidence concerning personnel, students, and operational concerns of the district.
- Interact in a positive manner with staff, maintaining professionalism and confidentiality.
- Promote good public relations through personal appearance, attitude, and conversation.
- Attend meetings and in-services as required and perform other related duties as assigned by the Finance Director.

**Other Duties and Responsibilities:**

- Coordinate cross-training to other finance office personnel.
- Respond to routine questions and requests in an appropriate and timely manner.

**Qualifications/Certificates:**

- **Education & Experience:**

- Bachelor's degree in Accounting, or a related discipline strongly preferred; high school diploma required.

- Minimum of five (5) years of related AP/AR or business office operations experience required.
- Experience working with internal and external auditors preferred.
- Strong working knowledge of School ERP Pro accounting software system preferred.
- School accounting experience preferred.
- Must be bondable.

**Required Knowledge, Skills, and Abilities:**

- Experience with double-entry accounting software (e.g., familiarity with Time and Attendance systems).
- Proficiency with Excel and other financial software.
- Ability to work effectively with others; good communication, analytical, and problem-solving skills.
- Effective, active listening skills.
- Ability to multi-task and meet deadlines.
- Proficient in math.
- Excellent computer skills.

**Additional Working Conditions:**

- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing.
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Frequent interruption of duties by staff, and/or telephone.
- Occasional need to work overtime, evenings and/or weekends.
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds.