SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: PAYROLL SUPERVISOR

QUALIFICATIONS:

1. Minimum of an Associate's degree in business.
2. Knowledge and/or experience in basic accounting procedures, wage/benefits administration, and bookkeeping.
3. Skills in data processing, financial accounting systems, and Microsoft Office™.
4. Minimum of two years experience in payroll required.
5. Ability to work independently.
6. Strong interpersonal, oral, and written communication skills.
7. Excellent time-management skills and ability to prioritize multiple tasks.
8. Ability to interact with all levels of management and contracted service providers.

REPORTS TO:
Director of Business and Finance

JOB GOAL:
To manage and facilitate prompt and accurate handling of all payroll matters.

PERFORMANCE RESPONSIBILITIES:

1. Receive all payroll information. Ensure deductions are in compliance with Federal and State regulations.
2. Supervise Payroll/Benefits Secretary to ensure that all aspects of department are handled accurately and efficiently.
3. Participate in confidential decision making matters concerning payroll between the Director of Business and Finance and the Personnel Manager. Knowledge and interpretation of contract language.
4. Provide projection reports to the Director of Business and Finance with regard to union negotiations.
5. Prepare reports and accounts payable checks covering all payroll deductions. Maintain and set up new accounts payable vendors relating to payroll accounts.
6. Process salaries for entire school system and distribute to proper accounts. Analyze, calculate percentages, differentials, longevity, extra duties, and reclassifications, as well as balancing monthly Teacher's Retirement Board contributions.
7. Process all quarterly and annual payroll reports in an accurate and timely manner.
8. Assist Director of Technology with fiscal year-end procedures, set up new fiscal year and close calendar year including processing of W-2 forms.
9. Verify all amounts before and after checks are processed and perform bank reconciliations.
10. Prepare periodic reports and establish forms regarding scheduled paydays, salaries, and extra duties for all employees.

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Approved by BOE: 10-22-02; 10-8-09

11. Approve employee applications of tax sheltered annuity program. Ability to effectively communicate with representatives of annuity providers regarding Southington Board Of Education payroll policies.
12. Provide technical guidance and assistance to School Lunch Payroll Department. Also serve as back up to School Lunch payroll during holidays and vacations. Direct all payroll updates, salary changes, union deduction changes, and tax updates to School Lunch Payroll Department.
13. Implement process improvements and changes to streamline payroll processing.
14. Calculate wage garnishments and process to payroll system. Accurately sett up garnishment in financial and employee management system to ensure compliance. Provide written notification to employees.
15. Provide payroll related wage verification information to financial institutions on behalf of Southington Board of Education employees.
16. Manage payroll bank account, communicate stop payments, direct deposits, errors, and other changes.
17. Perform any other job related responsibilities as assigned by the Director of Business and Finance.

TERMS OF EMPLOYMENT:

A twelve-month work year with salary, benefits, and working conditions established by the Board of Education.

EVALUATION:

Performance of the job will be evaluated annually by the Director of Business and Finance.

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