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**Job Title:** Supervisor II Payroll and Benefits

**Supervisor:** Director of Payroll and Benefit Services

**Terms of Employment:** 246 days

**Job Summary:**

- Supervise and train a group of employees to assist in the preparation, maintenance and reporting requirements of payroll, benefits, and retirement
- Process payroll, benefit, and retirement deductions and employee information
- Meet with and assist employees with payroll, retirement, death, disability and benefit paperwork

**Essential Duties:**

1. Prepare and process semi-monthly pay runs and associated accounting entries
2. Prepare vendor payments based on payroll deductions and balance to general ledger accounts
3. Process retirement enrollments and contributions
4. Meet with employees about retirement options and process necessary paperwork
5. Assist with monthly and quarterly retirement reports including accounting entries
6. Process employee and vendor paperwork for all deferred compensation plans
7. Assist with payroll tax deposits, monthly, quarterly and annual tax reporting
8. Maintain benefit billing for employees
9. Assist with annual setup for open enrollment and payroll processing schedules
10. Assist with report/query development for data quality and analysis
11. Monitor employee data changes for proper payroll, benefit, and retirement processing
12. Act as backup support for other department supervisors when necessary

**Other Duties:**

Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Director of Payroll and Benefit Services and/or the Chief Finance Officer.

**Job Specifications:**

Performance of this job will be evaluated annually in accordance with provisions of the District's policy on Evaluation of Professional Personnel.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Associates degree with major course work in Accounting, Finance or Business Administration plus five (5) years of payroll experience or Ten (10) years of payroll experience in a school system, other governmental agency, or large organization



2. Three (3) years supervisory experience preferred
3. Demonstrated good oral and written communication skills
4. Good time management skills and ability to prioritize and multitask
5. Knowledge of computer applications related to specific job functions
6. Proficient in the use of Microsoft Office
7. Experience with PeopleSoft HCM is preferred

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 75 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Pay Grade: 115**

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***