

VACANCY ANNOUNCEMENT



MOUNT VERNON CITY SCHOOL DISTRICT

Mount Vernon, New York
Dr. Demario A. Strickland
Superintendent of Schools

POSITION: PROVISIONAL PAYROLL AND BENEFITS MANAGER
DEPARTMENT: BUSINESS OFFICE

The Mount Vernon City School District is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The Mount Vernon City School District has zero tolerance for all forms of harassment or reprisal.

OPENING DATE: 4/17/202C

CLOSING DATE: 4/30/202C

SALARY RANGE: \$60,000.00 to \$110,000.00

RESIDENCY REQUIREMENTS: MOUNT VERNON or WESTCHESTER COUNTY RESIDENTS

APPLICATION INSTRUCTIONS:

All candidates are required to apply directly through our district website at:

<https://www.mtvernoncsd.org/departments/human-resources/employment-opportunities>

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class oversees the payroll and employee benefits program within the Business Department. Works under the supervision of the Director of Business. This position will be involved in the contract negotiations when it comes to the salary and benefit areas related to each of the districts bargaining units and individual employee contracts, therefore confidential is an important part of this position. Responsibility includes overseeing the management of the payroll system involving substantial volume of transactions performed within strict, inflexible time limits.

Works also include planning, implementing, monitoring, administrating the accurate processing, reporting of employee payroll, maintenance of payroll records, reporting and payment of tax withholdings, retirement withholdings; investigation and resolution of payroll issues and of all employee benefits related areas including but not limited to health insurance, FSA's, 403s, etc. for the City School District. The employee acts as the liaison between Payroll and the Human Resources Department. Will be responsible for the ongoing training and professional development of payroll and benefits staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Recommends and assists in the implementation of goals and objectives for the Payroll and Benefits department, including but not limited to establishing schedules and methods for providing payroll services, recommending and implementing policies and procedures; Prepares various reports including but not limited to statistical data and labor costs; Ensures appropriate and timely communications and employee educations.
- Works directly with the Business Official on the budget development process for payroll and benefit related areas such as contractual salary, health insurance, FICA, TRS, and ERS; Assists in projecting

salary scenarios based on current and projected contracts, this includes contracts for all bargaining units in the Mount Vernon City School District and individual work agreements;

- Oversees maintenance of supporting records affecting changes in payroll and employee benefits;
- Ensures compliance with state and federal regulations related to payroll, including regulations related to wages, salaries, fringe benefits, deductions and disbursements of funds;
- Reconciles payroll account codes, employee deductions and benefits (health insurance, FSA, etc.);
- Provides employment and wage verifications;
- Participates in payroll software system issue identification and resolution, and implementation of payroll related provisions of law and labor contracts;
- Prepares various reports on payroll operations and activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Candidates must have:

- Knowledge of principles, procedures and terminology involved in payroll and employee benefits programs administration;
- Knowledge of the laws, rules and regulations pertaining to payroll and employee benefits;
- Knowledge of business arithmetic and accounting practices and good command of the English language;
- Ability to maintain an automated payroll system;
- Ability to analyze payroll and benefits statements;
- Identify and resolve payroll and benefits problems;
- Ability to plan and supervise the work of others;
- Work at a high degree of accuracy;
- Communicate effectively both orally and in writing;
- Ability to prepare complex reports;
- Maintain effective working relationships with administration;
- Have sound professional judgment;
- Make independent decisions;
- Have tact and courtesy, initiative, dependability, and resourcefulness;
- Work under pressure and deadlines, and physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Business Administration, Accounting, Finance or Economics, or a related field; PLUS two years of experience in the processing of payroll and/or employee benefits programs; OR
- (B) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in Business Administration, Accounting, Finance or Economics or a related field; PLUS four years of the above-noted experience; OR
- (C) Graduation from high school or possession of an equivalent diploma issued by the New York State Education Department; PLUS six years of the above-noted experience