ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

Payroll & Finance Generalist

Department: Business Services
Supervisor: Director of Business Services
Duty Year: 260 days
Status: Exempt/ Non-classified

Position Overview and Responsibilities

Responsible for proper and prompt technical work processing payroll and finance data, entering accurate personnel data, and other payroll and finance related duties. Assists with annual financial audit and other department reporting. Provides high-level customer service to employees and staff on payroll and department related matters. Position must maintain confidentiality of all employee matters and all duties must be performed in accordance with state and federal regulations.

Duties include:

- Verifies, reviews, and processes all hourly timesheets submitted each payroll; responsible for accuracy of reported hours; manages the hourly employee time clock system and provides assistance to employees
- Knowledge and understanding of state and federal tax withholding regulations
- Knowledge and understanding of the district data payroll processing system and of district employee contracts
- Assists with other required state and federal reporting as directed
- Assists with Skyward employee management module; ensures accurate entry of personnel data; ensures an orderly and effective workflow; including providing ongoing recommendations for, and implementation of, improvements to the system as necessary to assure continuous improvement
- Calculates employee wage amounts in compliance with laws, regulations, policies, and employment contracts, including employee and base pay for back pay contract settlement; imports to payroll with appropriate UFARS coding; leave adjustments to wages, including other payroll deductions
- Assists with employee data management in District HR and finance information system; including employee time off data and processes to include accruals, payouts, and annual rollover of leave balances; also includes leave of absence data management practices
- Assists with, and provide backup for, all other payroll processing responsibilities
- Assists with other finance related procedures and data entry as assigned
- Attends meetings, workshops, and training sessions as directed
- Performs other related duties as assigned

Requirements & Qualifications

Two years of post-secondary schooling in the business or accounting area and/or related experience in accounting or finance. Prior experience in school finances preferred.

Essential Functions & Skills

This position requires an ability to work independently under the direction of the Director of Business Services and must successfully work with multiple administrators, several buildings and departments.

- Ability to maintain confidentiality and professionalism.
- Ability to work effectively in teams and function collaboratively across departments internally and with external partners.
- Ability to follow written and verbal directions.
- Strong communication and technological skills.
- Strong task and time management skills.

Equal Employment Opportunity Employer

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.

Notice of Rights Under the Federal Medical Leave Act

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