



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Payroll Manager

Exemption Status/Test: Nonexempt

Reports to: Director of Finance/Business
Manager

Pay Grade/Days: AS PG8 230 days

Dept./School: Business Services

Date Revised: April 2025

PRIMARY PURPOSE:

Direct and manage daily payroll activities of the district. Ensure that payroll is delivered in compliance with applicable state and federal laws and regulations and in a timely manner.

QUALIFICATIONS:

Education/Certification:

Bachelor's Degree in Business or equivalent experience in payroll management

Knowledge/Skills/Abilities:

Knowledge of local, state, and federal requirements relating to payroll issues and reports
Knowledge of payroll accounting and auditing principles
Effective communication and interpersonal skills
Proficiency skills in keyboarding and file maintenance
Ability to work with numbers in an accurate and rapid manner
Ability to use software to develop spreadsheets, databases, and do word processing
Experience with Skyward preferred

Experience:

5 years payroll experience

MAJOR RESPONSIBILITIES AND DUTIES:

Payroll

1. Direct, prepare, and control payroll preparation and production, including regular, special, and supplemental payrolls. Ensure adherence to standards and procedures, and take steps to correct problems, delays, and inaccuracies.
2. Receive and audit time sheets for all district employees. Calculate employee wages, salaries, hours worked, overtime pay, and determine withholdings, deductions, and net pay.
3. Develop and implement payroll procedures to ensure timely processing of payroll and the applicable payment of all benefits and payroll deductions.
4. Ensure accuracy of payroll data input and calculations, balancing each payroll prior to check disbursement.
5. Control payment of all liabilities generated through payroll, including taxes, Teacher Retirement System (TRS) deposits, insurance.
6. Maintain district payroll registers, employee payroll information, and other original documentation in an orderly and accurate manner in accordance with state, federal, and district requirements.



HIGHLAND PARK ISD

Office of Human Resources

7. Coordinate payroll operations with other accounting and data processing units, confer with other administrative and technical staff regarding changes and new systems, and participate in developing, implementing, and testing procedures.
8. Process and resolve direct deposit and other banking interactions.

Data Entry

9. Prepare and post all payroll changes including payroll deductions, salary changes, termination, and new employee information.
10. Coordinate with human resources regarding allocation of leave for staff members.
11. Calculate prorated payroll changes due to hiring, transfer, termination, or leave without pay. Communicate changes with employee and human resources.
12. Manage system designating workweek schedules and assignments.
13. Maintain and manage pay codes based on employee type.
14. Process appropriate TRS forms in a timeline manner.
15. Monitor retiree work hours and alert employee and human resources when hours have exceeded allowable totals.

Administration

16. Interface with administrators, principals, directors, and staff regarding payroll-related issues. Assist with the equitable resolution of complaints, concerns, and problems in the area of payroll.
17. Work cooperatively with human resources and business services to process hiring, leave, terminations, and other employment-related issues.
18. Assist in the budgetary planning process related to compensation.
19. Compile, maintain, and file all reports, records, and other documents required including auditable records.
20. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____