Adams12 Five Star Schools

Job Description
Revised/Updated: **July 2026**

Job Title:	**Manager, Payroll**	Job Code:	**080527**
Job Family:	**Non-Certified**	FLSA Status:	**Ex - A**
Pay Program:	**Administrative**	Pay Range:	**L15**
Typical Work Year:	**12 months**		

SUMMARY: Responsible for the overall operation of the Payroll Department and oversee all functions related to successful completion and administration of the monthly payroll. Responsible for managing the payroll team and vendor relationships. Serves as the Plan Administrator for the District saving plan options (401k, 403b and 457 plans) and directs and manages the District's 401k and Tax Sheltered Annuities. Provide expertise and insight to senior leadership on employee payroll laws and regulations. Preparing and transmit tax information and reports to Colorado Department of Revenue, Internal Revenue Service and Social Security Administration. Manage annual creation and distribution of W-2s.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for monthly payroll processing including but not limited to: preparing pre-notes, creating spreadsheets, processing retro benefit deductions, garnishment payments, payroll deductions, calculating pay sheets, confirming payroll cycle, processing leave accruals, creating direct deposit file, printing pay advices, printing checks, creating PERA file, running benefits distribution, running general ledger interface and printing payroll reports. Manage final evaluation of all payroll data. Verify payroll changes to new, current and terminated employees. Coordinate with Human Resources on corrections and changes for final calculation of payroll.	M	24%
2. Manage daily activities for the payroll department including identifying and directing work assignments; providing leadership; determining and implementing best practices; evaluating job performance; providing professional development opportunities and training new processes and procedures.	D	10%
3. Maintain currency on federal and state payroll laws. Advise and train district employees, supervisors and time keepers regarding payroll compliance with master agreements and federal and state laws related to payments, benefits deductions and compensation. District trainer for Time and labor system, monitor changes for employees and approvers.	D	17%
4. Responsible for resolving PeopleSoft system issues and concerns. Assist with routine system maintenance and upgrades. Manage implementation of released tax updates into the district HRIS system. Attend weekly meetings with IT and other business leaders as warranted and provide decision-making authority for items affecting payroll. Identify, recommend and implement appropriate business process efficiencies in relation to payroll processing. Responsible for staying abreast of changes and updating payroll, time and labor, deduction and rate tables as necessary.	W	15%
5. Serve as District Plan Administrator for the District saving plan options (401k, 403b and 457 plans) and directs and manages the District's 401k and Tax Sheltered Annuities. Evaluate and manage relationships with vendors and TSA companies. Review and authorize account withdrawals/loans and sign off on withdrawal/loan paperwork. Review and submit payments to TSA and benefits vendors and resolve payment issues as needed.	W	8%
6. Resolve payroll issues and concerns with internal stakeholders such as employees, departments and schools through effective communication skills and customer service. Calculate and manual checks as necessary.	D	10%

Job Tasks Descriptions	Frequency	% of Time
7. Responsible for the calculation, preparation and transmittance of monthly and quarterly federal and state tax deposits, quarterly Combined Wage and Premium for unemployment and unemployment wage audits, monthly PERA Contribution Summary Report and payment, and resolve discrepancies as warranted. Stay abreast of PERA regulations, current events and proposed new legislation. Provide required payroll data to a variety of federal and state agencies. Prepare and transmit tax information and reports to the Colorado Department of Revenue, Internal Revenue Service and Social Security Administration. Submit ACH file to J.P. Morgan for employee monthly payroll payments.	M	8%
8. Responsible for set up of W-2 tables annually and the processing of annual W-2's for both current and previous employees including specific functions attributable to this function. Determine annual payroll timelines and set up pay and time entry calendars for appropriate locations.	A	7%
9. Perform other duties as assigned.	Ongoing	1%
	TOTAL =	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred. In lieu of bachelor's degree, additional five (5) years' experience with some college attainment is acceptable.
- Minimum of eight (8) years' experience with payroll processing.
- Supervisory experience preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Certified Payroll Professional certification preferred
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.
- Strong management, supervisory and communication skills.
- Strong accounting and math skills.
- Knowledge of current tax laws, PERA regulations and 403B/401K compliance laws and FLSA and Employment Labor Laws.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District Policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with Microsoft Office Suite and HRIS database software.
- Operating knowledge of and experience with payroll software and accounting software.
- Operating knowledge of and experience with PeopleSoft and PeopleSoft Financials preferred; required within 1 month after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Financial Officer	3091

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Payroll Specialist, Lead	1	100202
	Payroll Specialist	2	1002

- Responsible for training; planning, assigning, directing and reviewing work; appraising performance; addressing complaints and resolving problems; assisting with interviewing and hiring.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assist the CFO in development of the department budget for Financial Services

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	