BUTLER COUNTY SCHOOLS

PAYROLL MANAGER

JOB DESCRIPTION

QUALIFICATIONS:

(1) Post-secondary training in accounting or related field preferred
(2) (3) years work experience in related field preferred
(3) B.S. or higher degree preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of Alabama school laws, regulations, and School Board policies and procedures as they apply to finance and payroll services. Ability to direct work of subordinates in a manner conducive to efficiency and high morale. Ability to establish and maintain effective working relationships with superiors, associates and subordinates contacted within the course of work.

REPORTS TO:

Superintendent

JOB GOAL

To ensure that payroll records, procedures and reports are completed in a timely and accurate manner in compliance with all applicable laws, rules and regulations.
Provides assistance to Chief School Financial Officer in ensuring efficient, accountable bookkeeping of the Central Office, local school finances and payroll.

SUPERVISES:

Assigned personnel

PERFORMANCE RESPONSIBILITIES:

1. Perform payroll activities of the system in compliance with sound business practices, School Board policies, and federal and state laws.
2. Assist in the preparation and coordination of monthly, quarterly and annual financial statements and reports for the state and Federal Government, the School Board and system management.
3. Prepare quarterly earnings statements for employees who are on disability leave or receiving Worker's Compensation.
4. Prepare journal entries and wire transfers for all Internal Revenue Service (IRS) payroll tax liabilities.
5. Prepare expense transfers to charge payroll transactions to the correct site or department budget.
6. Maintain and update a spreadsheet of all pay schedules.
7. Maintain the system control file maintenance payroll tables.
8. Prepare and maintain employee payroll files/accounts payable files.
9. Balance and print W-2 forms, annually, and prepare 6559 form.
10. Prepare and print 1099 forms for contract services and prepare 1096 form.
11. Update system employee insurance premiums and benefits.
12. Serve as resource to schools and departments for payroll matters.

13. Communicate effectively with the public, staff members, administrators and other contact persons using tact and good judgment.
14. Maintain confidentiality regarding school/workplace matters.
15. Model and maintain high ethical standards.
16. Demonstrate initiative in the performance of assigned responsibilities.
17. Maintain expertise in assigned area to fulfill project goals and objectives.
18. Keep supervisor informed of potential problems or unusual events.
19. Respond to inquiries and concerns in a timely manner.
20. Exhibit interpersonal skills to work as an effective team member.
21. Demonstrate support for the school system and its goals and priorities.
22. Demonstrate initiative in identifying potential problems or opportunities for improvement.
23. Prepare all required reports and maintain all appropriate records.
24. Participate in cross training activities as required.
25. May be required to work beyond the normal 40-hour week.
26. Perform other tasks consistent with the goals and objectives of this position.
27. Assist with planning, administration, and control of financial activities of schools, monitoring and oversight and departments with the assistance of subordinate managerial and administrative staff.
28. Assist CSFO with the annual budget preparation, including communication of budget information to the general public.
29. Make recommendations to supervisor regarding promotion and retention of subordinate personnel and coordinate assigned positions to achieve division objectives.
30. Assist the Chief School Financial Officer and Superintendent in developing financial policies.
31. Interpret and enforce Alabama Statutes, Department of Education rules, System policies and procedures as they relate to financial matters.
32. Serve as liaison for auditors and Federal, State and local agencies regarding operations of the department.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.