



Assistant Director of Payroll



Job Overview

The job of Assistant Director of Payroll was established for the purpose of managing all the functions of the Payroll Department, including but not limited to supervising payroll staff and directing the operation of the payroll department of the school district.

This job reports to the Executive Director of Finance.

Job Functions

- Directs payroll operation on a semi-monthly basis, for classified and certificated personnel for the purpose of ensuring salaries are properly paid as approved by Human Resource and the County Commission.
- Coordinates the activities of other payroll accountants and payroll specialists for the purpose of ensuring all appropriate deadlines are met effectively and efficiently.
- Supervises payroll department (e.g. trains, handles employee concerns, discipline, evaluations etc.) for the purpose of providing required guidance, leadership and support to the payroll department in accordance with District policies.
- Ensures effective and appropriate policies and procedures are followed for the purpose of processing payroll that is timely and accurate.
- Reconciles payroll bank and approves positive pay and ACH files for payment to the bank.
- Prepares Longevity payroll (once a year), teachers PD days audit of payroll, and paraprofessionals PD payments twice a year.
- Reconciles and maintains out of county tuition payments for employees.
- Works with the MUNIS payroll database manager on computer issues and puts in support tickets if necessary for payroll.
- Prepares a variety of external and internal reports and summaries related to payroll (941 form, SUTA, W2's reconciliation for end of year.)
- Maintains a variety of documents, files, and records (manual and computer) payroll calendars and schedules, makes changes and recommendations for new payroll processes, and updates those processes if applicable in the payroll software or timekeeping systems (tax tables, retirement percentages, timekeeping managers, import pay changes when applicable).
- Audits payroll information (Fair Labor Standards Act (FLSA), Internal Revenue Service codes, wages paid) for the purpose of ensuring compliance with all school board policies and Standard Operating Procedures, state, and federal regulations.
- Develops a wide variety of written material (letters, forms, procedures, manuals, checklists, calendars for the purpose of conveying information to payroll department, HR department or other departments in the school district.
- Evaluates the effectiveness of payroll processes and determines whether changes need to be made to ensure payroll policies and processes are up to date and effective.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information, and identifying relevant issues and recommending or implementing resolutions.
- Participates in meetings, workshops, seminars, training for the purpose of conveying and/or gathering information required to perform functions.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, pushing and pulling; some climbing and balancing; frequent stooping, kneeling, and significant finger dexterity. The job requires 60% sitting, 20% walking and 20% standing. This job is performed in a clean and healthy environment.

Qualifications: Prior leadership and management experience, experience in all aspects of processing payroll. Experience in federal regulations, (IRS, FLSA, and etc.)

Minimum experience: Minimum of 5 years of payroll experience.

Minimum education: Minimum of Bachelor's Degree, or CPA or CPP

Required Testing: ()

Continuing Education/Training: ()

Required Certificates and/or Licenses: ()

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: HR will enter

Employee Type: HR will enter

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