



PAYROLL SUPERVISOR

Classification: Professional-Technical Level 6

Location: District Office

Reports to: Director of Human Resources - Compensation

FLSA: Exempt (Executive)

Employee Group: Professional-Technical

This job description does not create an employment contract between the district and the employee and may be changed by the district as its needs and the position's requirements evolve.

Part I: Position Summary

Responsible for managing the staff payroll operations of the District, including processing, supervision, and oversight of payroll operations and payroll accounting functions, vendor collaborations, invoicing and payment oversight, and employee/association dispute resolution. May assist in developing confidential information used in the collective bargaining negotiation process.

Part II: Supervision and Controls over the Work

Works under the general supervision of the Director of Compensation. Work is governed by general accounting procedures, state statutes and administrative code, audit findings and recommendations, professional practices, school and district policies and procedures, and directives and expectations set by the administrator(s).

Part III: Major Duties and Responsibilities

1. **Planning and Programming:** Keeps up with state statutes, accounting guidance, and policies related to school district financial operations. Participates in discussions on evolving demands and expectations, considering how these will affect assigned programs. Uses forecasting tools and strategies to predict future needs. Anticipates and creates strategies and programs to respond effectively to expected needs and changes in the profession.
2. **Supervision and Management:** Oversee all supervisory responsibilities for payroll staff, including recruitment, screening, interviewing, selection, onboarding, training, performance evaluation, grievance resolution, and addressing misconduct or performance issues when needed. Manage the assigned functions by setting goals and objectives, establishing expectations and priorities, assigning tasks, implementing quality and internal controls, reviewing and approving work, and regularly evaluating the overall effectiveness of the office.
3. **Policy Formulation and Guidance:** Recognizes the need for and develops policies necessary to achieve program management goals and objectives, ensuring the effective operation of assigned programs. Establishes a system for periodic policy review to determine when updates are needed to support the department's goals and meet the overall needs of employees and managers.
4. **Payroll Administration:** Responsible for overseeing the effectiveness and management of payroll staff in processing all payroll and payroll-related transactions, maintaining related data in the financial management system, and ensuring the timeliness and accuracy of payroll processing. Responds to inquiries and clarifications from employees and

association leaders. Also manages retirement-related transactions and ensures compliance. Represents the organization in addressing employee and association payroll concerns and works to resolve any issues or disputes.

5. Payroll Accounting: Performs the full range of accounting functions necessary for payroll administration, including:
 - a. Determines and notifies the director of account changes that require budget transfers.
 - b. Prepares warrants, makes necessary entries and/or adjustments to employee records, and prepares required notifications and a warrant register for the county treasurer.
 - c. Files of payroll taxes, quarterly reporting, and meeting all deadlines associated with payroll.
 - d. Reconciles vendor reports and payments to vendors, including medical, vision, and dental.
 - e. Maintains historical records and files in electronic, microfiche, and/or paper forms according to retention guidelines.
 - f. Prepares and transmits reports as needed by payroll, district departments, unions, and other external entities.
 - g. Coordinates the preparation of annual tax-related (W-2s, 1095s, etc.) forms.
6. Program Evaluation, Analysis, and Feedback: Establishes a data collection and analysis system that supports ongoing assessment of program effectiveness and changing needs. Performs a comprehensive review of all programs at least once a year to assess their effectiveness, contribution to the department's mission, and to identify strengths, weaknesses, and areas for improvement. Prepares structured presentations for the Superintendent to communicate the results of the program evaluations.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have successful experience working with culturally diverse families and communities. Or have otherwise demonstrated a commitment to strengthening engagement in a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree in business, accounting, or related field.
3. Minimum of five (5) years of experience in payroll operations.
4. Additional education and/or experience may be substituted on a year-for-year basis.
5. Familiarity with financial data management program software and financial and human resource system applications.
6. Knowledge of general accounting procedures, relevant federal laws, and state statutes.
7. Skill in oral and written communication.

8. Strong analytical and mathematical ability.
9. Ability to establish and maintain effective working relationships with staff and outside agency personnel.

Part V: Desired Qualifications

1. Prior management experience in payroll, benefits, or accounting functions.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here represent those that an employee must meet to perform the essential functions of this job successfully.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear, and speak. The employee may be required to work extensively at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Required to work with computer terminals for extended periods.