



## **PAYROLL & BENEFITS SUPERVISOR**

Classification: Professional-Technical Level 6

Location: District Office

Reports to: Director of Business Services

FLSA: Exempt

Employee Group: Professional-Technical

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

### **Part I: Position Summary**

Responsible for managing the staff payroll and benefit operations of the District to include processing, supervision, and oversight of: payroll operations and payroll accounting functions of the district; benefit operations including open enrollment, vendor collaborations, invoicing and payment oversight, and leave administration. May assist in the development of confidential information that will be used in the negotiation process.

### **Part II: Supervision and Controls over the Work**

Works under the general supervision of the Director of Business Services. Work is controlled and/or guided by general accounting procedures, state statutes and administrative code, audit findings and recommendations, professional practice, school and district policies and procedures, and directions and expectations as established by the administrator(s).

### **Part III: Major Duties and Responsibilities**

1. **Planning and Programming:** Stays abreast of state statutes, accounting guidance and policies relating to school district fiscal operations and. Participates in discussions on evolving demands and expectations and the impact those demands, and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing profession.
2. **Supervision and Management:** Perform the full range of supervisory responsibilities over payroll and benefits staff to include recruitment, screening, interviewing, selection, induction and orientation, training, evaluation, grievance handling and resolution, and, when necessary, addressing misconduct or performance issues. Manages the assigned functions to include establishing goals and objectives, setting expectations and priorities, assigning work, creating quality and internal controls, reviewing and approving work, and periodically assessing the overall effectiveness of the office.
3. **Policy Formulation and Guidance:** Recognizes the need for and formulates policies necessary to implement program management goals and objectives and to assure effective operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees and managers and the organization.

4. **Payroll and Benefits Administration:** Responsible for the effectiveness and administration of payroll and benefits staff in processing all payroll, benefits, leave, and payroll related transactions, maintenance of related data in the financial management system, and timeliness and accuracy of payroll processing. Coordinates and supervises annual open enrollment administration, communication, training, and eligibility determinations. Determination of leave eligibility and application based on various guiding documents including RCW, WAC, CBA and Board policies.
5. **Payroll Accounting:** Performs the full range of accounting functions necessary for payroll administration to include:
  - a. Determines and notifies director of account changes that require budget transfers.
  - b. Prepares warrants; making necessary entries and/or adjustments to employee records; prepare required notifications and 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 both electronic, microfiche, and/or paper form according to retention guidelines.
  - f. Prepares and transmitting 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 system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, conducts a comprehensive assessment review of all programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to the Superintendent to share the program evaluation results.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications**

1. Must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of 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 and benefit operations.
4. Additional education and/or experience may be substituted on a year for year basis.
5. Familiarity of financial data management program software and financial and human resource system applications.



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6. Knowledge of general accounting procedures and relevant federal laws and state statutes.
7. Skill in oral and written communication.
8. Strong analytical and mathematics ability.
9. Ability to establish and maintain effective working relationships with staff and outside agency personnel.

### **Part V: Desired Qualifications**

1. Prior management experience of payroll, benefit or accounting functions.

### **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here 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.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work 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 of time.