



**Job Title – Director of Payroll**

**Supervisor:** Chief School Financial Officer and Executive Director of Finance

**FLSA Status:** Exempt

**Job Goals:**

- To provide outstanding leadership in administering the payroll functions of the Jefferson County Board of Education.

**Minimum Qualifications:**

1. Bachelor's degree in accounting, finance, business administration, or related area. As an alternative, five (5) years of experience in public school payroll administration will be accepted in lieu of a degree.
2. Four (4) years of experience in payroll management.
3. Minimum of two (2) years in supervising and evaluating employees.
4. Comprehensive knowledge of the principles and practices of accounting.
5. Knowledge of laws, rules and regulations regarding education/government agency accounting.
6. Knowledge of electronic, digital, technological financial systems involving mainframe and microcomputer applications and financial software systems (spreadsheets, databases, word processing, and general accounting, etc.)
7. Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
8. Ability and willingness to work a flexible schedule.
9. Ability to meet deadlines, schedule tasks, and prioritize work in a fast-paced environment with attention to detail and accuracy.
10. Ability to solve problems as a productive team member.
11. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
12. Physical strength, stamina, dexterity, and acuity to perform essential job functions and responsibilities.
13. Ability to be punctual and in regular attendance.
14. Such alternatives to the above qualifications as the Board may require.

**Performance Responsibilities and Essential Functions:**

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Advocates, supports, promotes and communicates all aspects of the Jefferson County School System payroll programs, procedures, services, and initiatives.
3. Works within the school system community to promote excellent customer service and provide expert insights into payroll related topics.

4. Supervises all payroll staff members and programs.
5. Maintains a current knowledge and understanding of governmental statutes, regulations, and rules relating to payroll administration and advises the appropriate individuals regarding the requirements of law as necessary.
6. Assists in the research pertaining to employee compensation, including, but not limited to salary schedules, supplement payments, and other pertinent compensation matters.
7. Assists with the development of payroll division regulations and procedures.
8. Assists with the development and recommendation of salary policy and structure.
9. Coordinates, directs and manages daily and monthly recording of accounting records, journal entries, reconciliations, and management reports pertaining to school and system payroll transactions.
10. Computes and balances monthly and bonus payrolls; submits reports to accounting office.
11. Keeps controls on all system payrolls, supervises the preparation, calculation, distribution and reporting process to ensure compliance with all federal and state laws.
12. Maintains and effectively utilizes all software systems related to payroll processing, including but not limited to, payroll and accounting software and time and attendance software.
13. Prepares and files all payroll tax returns and W-2s with federal and state government in an accurate and timely manner and balance quarterly with deposits and 941 reports.
14. Prepares payroll calendar and various payroll reports including, but not limited to gross pay, net pay, retirement, unemployment, etc.
15. Maintains and pays all deductions.
16. Prepares annual census report of government employment.
17. Insures adequate documentation for all payroll adjustments.
18. Computes reported/processed premiums for TRS Life Insurance for employees and posts for tax withholding.
19. Prepares, files and distributes required ACA reporting documents.
20. Maintains vehicle use reports and calculates quarterly use tax.
21. Audits timesheets and/or electronic timecards in preparation for payment of payrolls.
22. Models and maintains high ethical standards.
23. Leads professional development sessions.
24. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
25. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
26. Participates successfully in training programs, professional development, or other learning to increase skill and proficiency related to job performance and leadership.
27. Responds to inquiries and requests in a timely and positive manner.
28. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
29. Maintains tools, equipment, and parts in good repair, efficiently uses time and system resources.
30. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
31. Reports absences and takes leave in accordance with Board policies and procedures.

32. Demonstrates the ability to multi-task, the ability to prioritize tasks and assignments, and the ability to delegate when appropriate.

33. Performs other job-related duties as assigned by the Superintendent.

**Terms of Employment:** As established by the Board and applicable State law.

**Evaluation:** Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Jefferson County Board of Education reserves the right to amend the job description as needed.