

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

May 12, 2022

The Autauga County Board of Education is now accepting applications for the positions of: Payroll Manager

Job Description: Please see the attached Autauga County Board of Education job description for this position.

Qualifications: Please see the attached Autauga County Board of Education job description for this position.

Effective Date: Following Board Approval

Salary Range: \$54,000 – \$70,458 (Based on years of experience in public school setting)

Contract Length: 240 days (12 months)

Application Information: Go to https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500 to complete the on-line application. On the *Where do you want to work?* page, click “Deselect All”. Then click on the “+” located next to the Alabama State Department Education check box. Click the box next to District 5 and click “+” next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put “see resume”.

Application Deadline: May 25, 2022 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

Payroll Manager

POSITION TITLE: Payroll Manager

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Chief School Financial Officer (CSFO)

FLSA STATUS: Exempt

QUALIFICATIONS:

- Bachelor's degree in Accounting/Finance, or other related field, from an accredited college/university, or equivalent experience
- Minimum of five (5) years of experience in payroll/bookkeeping/accounting, preferably in a school district setting
- Ability to establish and maintain effective working relationships with employees
- Proficiency in oral, written, and electronic communications and able to use various technological devices and software
- Ability to utilize Microsoft Word and Excel proficiently
- Ability to analyze data
- Ability to communicate professionally in an oral and written manner
- Ability to work effectively and efficiently under minimal supervision
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Demonstrate support for the school system, its purpose, direction, and priorities
2. Maintain and exhibit appropriate confidentiality of any Board of Education business, its staff, and its students.
3. Demonstrate and models regular and predictable attendance.
4. Demonstrate professionalism in appearance and attitude at all times.
5. Manage all day-to-day payroll processing, payroll accounting, payroll analysis, and payroll reporting in accordance with all federal, state, and local tax laws, and school system policies and procedures.
6. Ensure board policies are properly administered and new policies are adequately documented and communicated.
7. Provide departmental leadership and guidance for resolution support associated with payroll administration issues and procedures.
8. Supervise the Payroll & Insurance Clerk.
9. Maintain all payroll and disbursements records, benefit records, time and attendance records, payroll reports, and payroll files.
10. Coordinate the accurate and timely processing and issuing of payroll.
11. Coordinate the assembling, calculating, verifying, posting, and filing of payroll data.
12. Coordinate the revision and implementation of payroll record keeping system, procedures, and components (employee type, salary schedules, benefit rate changes, etc.).
13. Coordinate the maintenance of leave balances and all other time and attendance records.
14. Coordinate insurance and retirement programs and payroll deductions.

15. Review and reconcile all payroll-related accounting records to verify accuracy, completion, and compliance with applicable regulations.
16. Maintain payroll-related accounts through specified cycles meeting required deadlines, such as annual procedures for applicable federal government, retirement fiscal calendar procedures, and school district's fiscal year 17.
17. Maintain and balance monthly payroll insurance and retirement invoices with payroll deduction reports 18.
18. Maintain adequate documentation for payroll adjustments.
19. Compute and balance supplemental payrolls as required.
20. Void and reissue payroll checks as necessary to maintain proper payroll and accounting.
21. .Process all refund checks from vendors.
22. Submit Positive Pay file to Accounting Specialist for upload.
23. Audit time and attendance input records to ensure accuracy of payroll payments.
24. Process monthly state and federal tax payments and filings.
25. reports, and submit final transmittals for state and federal information (i.e., W-2's, 1094, 1095, etc.) on or before required deadlines.
26. Ensure updated employee-related forms (W-4, A-4, etc.) are made available via digital formats or other appropriate methods.
27. Submit required reports (UC212 and CR-4 G) to the Alabama Department of Labor.
28. Submit required statistical data to the Federal Bureau of Labor Statistics.
29. .Prepare annual payroll calendars and schedules.
30. Submit the annual school payroll calendar for all employee types to RSA.
31. Oversee the review for approval all Sick Leave Bank and Catastrophic Leave Requests.
32. Resolve employee issues related to paychecks, salary, benefits, direct deposit, deductions, leave of absence, leave balance (accruals), etc. in a timely manner.
33. Compute TRS Life Insurance Benefit for each employee annually.
34. Compute and maintain the accuracy of vehicle use reports monthly.
35. Serve as the System Administrator for Employee Self Service (ESS).
36. .Coordinate annual open enrollment schedules between vendors and local schools.
37. Provide payroll check register by funding source to Accounting Specialist for processing of bank transfer for each payroll run.
38. .Prepare and submit monthly and annual LEAPS files to the ALSDE.
39. .Prepare annual calculations and reports of payroll accruals.
40. Assist the CSFO in preparation of the annual budget utilizing NextGen's Budget Works.
41. .Assist the CSFO in unit planning for the upcoming school year.
42. Stay abreast of current developments and changes in payroll and payroll tax related laws and regulations by reviewing relevant sources of information and attending professional development training as appropriate.
43. Communicate information and make recommendations for policy updates as appropriate.
44. Attend monthly local school bookkeeper meetings.
45. Maintain adherence to district procedures, board policies, and local, state, and federal regulations.
46. Exhibit customer service driven relationships with employees, vendors, the community, etc.
47. Maintain security of records and files, following federal, state, and local laws for record keeping.
48. Maintain all files in an orderly fashion so that all documentation is accurate and complete and can be referenced expeditiously.
49. Report potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
50. Respond to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
51. Maintain and submit reports, records, and correspondence in a timely and accurate manner.
52. Serve on school system committees, tasks forces, and representative groups as required.

53. Provide examiners with documentation for the system's annual audit.
54. Obtain certification of AASBO's Payroll/Personnel Certificate Program within three (3) years of hire and maintain certification annually.
55. Perform other duties as assigned

JOB GOAL:

. To ensure the payroll records, procedures, and reports are completed in a timely and accurate manner in compliance with applicable laws, rules, and regulations while exercising discretion and independent judgement in decision making

SOURCE: Autauga County Board of Education, Prattville, Alabama
ADOPTED: March 10, 2022