

HOOVER CITY SCHOOLS JOB DESCRIPTION

JOB TITLE: Director Payroll/Benefits

REPORTS TO: Chief School Financial Officer

JOB GOAL: To direct, evaluate, and manage the day to day operations of the Payroll/Benefits department

MINIMUM QUALIFICATIONS:

- Bachelor's degree from a regionally accredited senior institution of higher education in Accounting, preferred
- A minimum of five (5) years of management experience in a progressive accounting and/or payroll environment
- Knowledge and understanding of payroll and benefits, including applicable federal and state laws
- Ability to supervise others to accomplish department objectives
- Ability to multi-task and meet deadlines
- Excellent organizational, time-management, and problem-solving skills
- Ability to work effectively in a team environment
- Strong interpersonal skills, including oral and written communication skills
- Ability to meet suitability criteria under the Alabama Child Protection Act of 1999 and Act No. 2002-457
- Such alternatives to the above qualifications as state, federal, and local law and the Board may require

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, mission, goals, and priorities
2. Oversees all aspects of payroll, ensuring that all transactions are accurately recorded and related general ledger accounts are reconciled and all payroll runs are accurate and timely
3. Manages the administration of employee benefits, including but not limited to, the evaluation and selection of benefits, benefits administration software and related EDI feeds, and communication with employees regarding benefits
4. Manages and maintains the time and attendance software
5. Prepares the system budget for payroll and benefits
6. Supervises the Payroll/Benefits Department
7. Ensures that comprehensive files and documentation to support all payroll, benefits, and related transactions are maintained
8. Ensures completion and timely submittal of all reports and filing requirements required by the IRS, State of Alabama and agencies thereof, State Department of Education, benefit providers and other entities that may have a legal need for certain payroll and/or benefits information

9. Serves on District committees as appropriate
10. Stays abreast of all applicable federal, state, and local laws and statutes that directly impact payroll/benefits
11. Makes recommendations concerning policies or practices for the purposes of improving the District Payroll/Benefits Department
12. Adheres to local Board policies, administrative procedures, and other like directives, as well as state, federal, and local laws
13. Performs other job-related duties as assigned by Supervisor(s)

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 Hoover City Board of Education reserves the right to amend the job description as needed.