



Madison City Schools Position Vacancy

Position Title: Payroll Manager- Central Office

Qualifications:

1. Four year degree from an accredited college or university in Accounting or Business Related field or five years experience in payroll and bookkeeping procedures
2. Experience with NextGen (MCAI) software for payroll/ accounting and TES attendance software, preferred
3. Skills in problem solving, multi-tasking, dealing effectively and professionally with the public and employees
4. Must obtain Payroll Certification through AASBO

FLSA Status: Non Exempt

Reports To: Payroll Supervisor

Background Check Required: (Ala. Code §§ 16-22A-5) Upon offer of employment, employees will be required to submit legible fingerprints for a background review by the Alabama Bureau of Investigation and the Federal Bureau of Investigation.

Essential Functions:

1. Responsible for all aspects of payroll from employee input (TES Time clock) to assembling, tabulation, calculation and verifying time worked, balancing and posting to the general ledger, maintaining and balancing vendor deductions, maintaining salary schedules, document services and filing of all payroll data.
2. Responsible for the ACH file transmission three days prior to payday, producing and distributing payroll checks/direct deposit statements by deadline.
3. Responsible for payroll bank account transfer documentation and timely payment of monthly, quarterly and annual payroll tax deposits, related taxes and withholding by due date as required by law.
4. Submits all payroll related reports to the various government agencies such as W-2's, Unemployment, Teachers' Retirement Systems, PEEHIP, and LEAPS as required by law.
5. Checks figures, posting and documents for correct entry, accuracy and coding.
6. Maintains payroll and accounting records and provides reports as needed.
7. Prepares payroll accruals for GASB.
8. Work directly and routinely with Personnel Department.
9. Assist in the forecasting and budgeting of personnel.
10. Ability to be effective and efficient with Microsoft Office.
11. Possesses physical, emotional ability and dexterity as needed to perform work required in a fast pace intensive work environment. Plans and accomplishes work within limited time periods.
12. Follow school system rules, procedures, Board policies, State and Federal rules and regulations.
13. Engages in professional growth, demonstrates professional ethics and leadership.
14. Shows initiative and demonstrates cooperative spirit.
15. Performs other related duties as assigned.

- **This position will be subject to the Students First Act of 2011. Madison City Schools reserves the right to fill this position by transfer of a qualified applicant who is already employed by Madison City Schools.**
- **Under the Students First Act of 2011, no credit toward tenure or non-probationary status is earned in the initial school year of employment if the date of hire occurs after September 30.**

Expected Employment: 240 days/ 8 hrs. (full year)

Evaluation: According to established Board policies and administrative procedures and guidelines.

Salary Range: (Salary based on employment for complete year)

For School District information, please [click here](#)

For Madison City Schools Salary Schedule, please [click here](#)

Amended: December 2013