

**JOB TITLE:** **ASSISTANT DIRECTOR (COORDINATOR) - PERSONNEL/PAYROLL**

**RESPONSIBLE TO:** **CHIEF SCHOOL FINANCIAL OFFICER (CSFO)**

**FLSA Status:** \_\_\_\_\_ Exempt \_\_\_\_\_ non-Exempt

**JOB GOAL:** **Assists the CSFO in the administration of the system's business affairs**

**QUALIFICATIONS:**

1. Bachelor degree in Accounting/Business related field, and/or Master's Degree in Accounting/Business related field; Certified Public Accountant (preferred)
2. Minimum of three years previous experience in payroll management with working knowledge of computerized personnel/payroll systems
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**JOB DUTIES AND RESPONSIBILITIES:**

1. Supervisory responsibilities for employees in personnel/payroll department to include interviewing, training, planning, assigning and directing work, appraising performance, addressing complaints, and resolving problems
2. Supervises and coordinates the assembling, tabulating, calculating, verifying, posting and filing of payroll data
3. Supervises and coordinates the revision, formulation and implementation of payroll record keeping systems and procedures
4. Supervises the monthly reconciliation of the payroll bank account and balances payroll general ledger accounts monthly
5. Responsible for payroll bank account transfers and timely payment of related taxes and withholdings
6. Prepares quarterly and annual payroll reports (Form 941, W-2, etc.)
7. Supervises and coordinates maintenance of all time and attendance records
8. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** **12-months (240 days) 8-hours per day**

**SALARY RANGE:** **ACCORDING TO BOARD SALARY SCHEDULE**

**EVALUATION:** **According to established Board policies and administrative procedures and guidelines**