



BUSINESS/PAYROLL BENEFITS SUPERVISOR

Reports to:

Chief School Financial Officer

Job goal:

To maintain efficient operation of payroll function through accurate recordkeeping and open communication with employees and administration; and to provide bookkeeping and accounting services to contribute and enhance the efficient and effective operations of the school system.

Duties and responsibilities:

- Prepare and compute payroll, making deductions for all taxes, retirement, insurance, and other necessary deductions.
- Prepare and maintain all necessary payroll reports including all monthly, quarterly, and yearly federal and state reports, to include yearly W-2 processing.
- Remit all taxes and payroll deductions in a timely manner.
- Reconcile bank and related statements, as requested, directed, and/or required.
- Responsible for bank and employment verifications.
- Assist all personnel with enrollment and preparation of required forms including insurance and other payroll deduction forms.
- Assist employees with retirement forms and reporting retiree information to the retirement system.
- Maintain records on employee leaves and absences.
- Work with company representatives in regard to payroll deductions and benefit offerings.
- Maintain the payroll timekeeping system.
- Prepare journal entries as required for proper financial reporting, including, but not limited to, extracurricular and non-funded transportation activities and process related supporting documents.
- Bill local schools and other agencies for payroll items paid for out of local or other funds.
- Perform functions in the system-wide accounting system including establishment of account codes, the Chart of Accounts, budgetary, and financial reporting.
- Prepare monthly LEAPS report.
- Assist CSFO with preparation of salary schedules.
- Work with CSFO to ensure compliance with FMLA, COBRA, HIPPA, IRS Section 125, and other state and federal regulations related to payroll and benefits.
- Provide reports and information to auditors, as requested.
- Other duties as may be assigned by the CSFO and/or the Superintendent.

Required knowledge, skills and abilities:

- Ability to be punctual, regular in attendance, work a standard work day and overtime, as requested.
- Ability to provide customer service to management, local schools, other departments, and the public.
- Ability to identify and solve problems as a productive team member.
- Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
- Ability to follow oral and written instruction.
- Ability to work independently with a high degree of accuracy and organization.
- Demonstrate consistent integrity, honesty, dependability, and confidentiality.
- Complete assigned work tasks with a positive attitude.



Qualifications:

- B.S. Degree with major in business administration, accounting, or closely related field.
- Knowledge of generally accepted accounting principles and procedures and their application to basic accounting transactions.
- Two or more years in computerized payroll systems, accounts payable, purchasing, general ledger, and benefits administration, in a public school system preferred.
- Knowledge of fund, budgetary, and encumbrance accounting, with knowledge of the Alabama State Department of Education accounting system and accounting manual preferred.
- Must be willing to participate in ongoing professional development and training, as requested.
- Must meet all employment criteria legally established by the Muscle Shoals City Board of Education.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-Certified Personnel.

Terms of Employment:

- Compensation determined by current Administrative Salary Schedule
- 240 day assignment