

JOB TITLE: PAYROLL MANAGER - CENTRAL OFFICE

RESPONSIBLE TO: CHIEF SCHOOL FINANCIAL OFFICER (CSFO)

FLSA Status: _____ Exempt _____ non-Exempt

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

QUALIFICATIONS:

1. Associate or two-year degree in Accounting/Business; Bachelor Degree in Accounting/Business or related field preferred; or prior experience in Accounting/Business/Bookkeeping/Information Technology
2. Previous experience in computerized accounting systems

Note: Applicants for this position may be required to take and pass (with a minimum score of 70%) a basic accounting test administered by the CSFO prior to being interviewed for the position

JOB DUTIES AND RESPONSIBILITIES:

1. Coordinates the assembling, calculating, verifying, posting and filing of payroll data
2. Coordinates the revision and implementation of payroll record keeping system/ procedures/components (employee type, salary schedules, etc.)
3. Coordinates the maintenance of leave balances and all other time and attendance records
4. Receives and computes personnel payrolls, making required and authorized deductions
5. Prepares tax deposits and reports; monthly, quarterly and annually (Form 941, W-2 etc.)
6. Prepares payroll bank account transfer documentation; verifies payroll withholdings and remits payments promptly
7. Prepares monthly reconciliation of payroll bank account and balances to general ledger
8. Assists in the calculation of payroll and related payroll costs for budgeting purposes
9. Maintains all employee and substitute files including teacher certification files
10. Verifies employment contract data (rank of certification, years' experience, etc.)
11. Assists employees with certification matters, tax, insurance and retirement forms
12. 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