



Job Title – Payroll Supervisor

Supervised by/Reports to: Chief School Financial Officer

Supervises: Payroll department staff members as designated

FLSA Status: Exempt

Job Goals:

- To direct and oversee payroll procedures for the school system.
- To implement and monitor effective payroll operations to enhance the fiscal accountability and employment experiences of school system employees.

Qualifications:

1. Bachelor's degree in accounting, finance, business administration, or related area.
2. Eight (8) years of experience in accounting with an education or government organization, preferred.
3. Comprehensive knowledge of the principles of and practices of accounting.
4. CPA or MBA credentials/degree, preferred.
5. Demonstrated knowledge of laws, rules and regulations regarding education/government agency accounting.
6. Extensive working knowledge of general office software including spreadsheets, word processing, flowcharts, and databases.
7. Demonstrated knowledge of McAleer/CSI or other state recommended accounting system preferred.
8. Experience in managing time and attendance software and integrations with other systems.
9. Knowledge of electronic, digital, technological financial systems involving mainframe and microcomputer applications and financial software systems (spreadsheets, databases, word processing, and general accounting, etc.)
10. Prior supervisory experience preferred.
11. Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
12. Demonstrated proficiency in oral and written communication.
13. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
14. Ability to meet deadlines, schedule tasks, and prioritize work in a fast-paced environment with attention to detail and accuracy.
15. Ability to identify and solve problems as a productive team member.

16. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
17. Physical strength, stamina, dexterity, and acuity to perform essential job functions and responsibilities.
18. Ability to be punctual and in regular attendance.
19. Such alternatives to the above qualifications as the Board may require.

Performance Responsibilities and Essential Functions:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Coordinates, directs and manages daily and monthly recording of accounting records, journal entries, reconciliations, and management reports pertaining to school and system payroll transactions.
3. Computes and balances semi-monthly, monthly and bonus payrolls; submits reports to accounting office.
4. Keeps controls on all system payrolls; manages the preparation, calculation, distribution and reporting process to ensure compliance with all federal and state laws.
5. Maintains and effectively utilizes all software systems related to payroll processing, including but not limited to, payroll and accounting software and time and attendance software.
6. Prepares and files all payroll tax returns (FICA) and W-2's with federal and state government in an accurate and timely manner and balance quarterly with deposits and 941 reports.
7. Prepares payroll calendar and various payroll reports including, but not limited to, gross pay, net pay, retirement, unemployment, health insurance, sick leave, etc.
8. Maintains and pays all deductions.
9. Prepares annual census report of government employment.
10. Maintains insurance and retirement programs.
11. Works with personnel and employees in resolving concerns regarding paychecks, direct deposits, address changes, deductions, etc.
12. Processes stop payments, voids checks, and generates offline payrolls as necessary.
13. Insures adequate documentation for all payroll adjustments.
14. Completes and submits all payroll deductions, garnishments, tax levies, and child support payments as ordered by courts, fund contributions offices, and/or TSA deferred compensation withholdings.
15. Completes employment verifications and pay records upon request.
16. Computes reported/processed premiums for TRS Life Insurance for employees and posts for tax withholding.
17. Maintains vehicle use reports and calculates quarterly use tax.
18. Audits timesheets in preparation for payment of payrolls.
19. Sets up all new employee types, subtypes and maintains sub rates in parameter files.
20. Sets up and maintains the school system salary schedule for employees with annual salaries.
21. Orders and disseminates updated employee-related tax forms (W-4, A-4, etc.).
22. Demonstrates initiative in the performance of assigned responsibilities.
23. Exhibits professionalism in the workplace and provides exemplary customer service to all employees and potential employees.

24. Maintains appropriate confidentiality regarding school/workplace matters.
25. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
26. Works cooperatively and productively with supervisor(s) and other system staff to ensure the system's vision, goals and strategies are implemented and providing all pertinent data to all appropriate personnel within the designated time frame.
27. Engages in personal professional growth and demonstrates professional ethics and effective leadership.
28. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
29. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
30. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
31. Properly uses and cares for equipment and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
32. Uses effective collaboration skills to work as a productive team member, assisting as needed in projects, reports, or activities of the human resources department.
33. Serves on school system committees, tasks forces, and representative groups as required.
34. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
35. Reports absences and takes leave in accordance with Board policies and procedures.
36. Performs any other job-related duties as assigned by supervisor(s).

Terms of Employment: Twelve-month position in accordance with Board's salary schedule.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the State Department of Education and/or Baldwin County Board of Education policy on evaluation of classified personnel.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.