

**PAYROLL SUPERVISOR  
COMPTROLLER DEPARTMENT  
(260 DAYS - 8 HOURS PER DAY)**

**QUALIFICATIONS:** Must have a Bachelor's degree in accounting or closely related area with a minimum of eight (8) years of experience in accounting and payroll.  
CPA or MBA preferred.  
Prior supervisory experience desired.  
Must have comprehensive knowledge of the principles and practices of accounting.  
Must have knowledge of laws, rules and regulations regarding accounting and payroll as they apply to educational/governmental agencies.  
Must have knowledge of automated financial systems involving mainframe and microcomputer applications with knowledge of Microsoft Office required (spreadsheets, databases, word processing and general accounting).

**DUTIES:** **The duties and responsibilities include but are not limited to:**

- **Dependability:** Does whatever it takes to consistently deliver with high quality under tight deadlines; successfully manages own projects through strong organization, detailed work plans, and balancing multiple priorities.
- **Communication and Customer Service Skills:** Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to customer needs in high-quality and courteous manner.
- Coordinates, directs, and manages daily/monthly/quarterly/annual recording of accounting records, journal entries, reconciliations, and management reports pertaining to school and system payroll transactions.
- Keeps controls on all system payrolls and pay deductions, manages the preparation, calculation, distribution and reporting process to ensure compliance with all federal and state laws.
- Prepares and files all payroll tax returns, census reports, and W-2s with federal and state government in an accurate and timely manner.
- Prepares payroll calendar and other payroll reports including but not limited to: pay, leave, deductions.
- Pulls and manipulates data to perform various audits/checks and balances.
- Maintains insurance and retirement programs.
- Manages the Payroll Team members in all aspects of payroll processes and day to day operations.
- Develops understanding of all Payroll processes in order to build the team's ability to answer questions by employees and others.
- Works with personnel and employees in resolving concerns regarding paychecks
- Conducts training sessions of district personnel in payroll systems, procedures and other payroll related matters.
- Working above 40 hours a week is frequently required
- Assumes other reasonable and equitable job related duties assigned by the immediate supervisor.

**SALARY:** **Bachelor's beginning pay - \$63,500.00 - \$95,000.00**

*\*\*Applicants selected for classified positions must undergo (or have undergone) an ABI/FBI criminal history background check (fingerprinting administered through sites selected and approved by the MCPSS and State of Alabama Education Department) and be declared suitable and fit to teach under state law. Applicants selected must also pass a drug-screening test via forms provided by Human Resources during the selection process.\*\**

**THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.**