

Vail School District Job Description

Job Title: Payroll Supervisor
Department: Business Office
Reports To: Director of Business Services
FLSA Status: Exempt
Classification: Level 23
Updated: 01/08/2013

SUMMARY

The Payroll Supervisor will be responsible for processing district automated payroll on a biweekly basis. This position works with sensitive employee data that requires a high degree of professionalism and discretion to protect the confidentiality of information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Directs and monitors the processing of payroll, including deductions for withholding tax, pension, social security, health insurance, life insurance, TSA loan repayments and such other required salary deductions.
- Directs and monitors the required federal and state tax reporting requirements; including monthly, quarterly, and annual payroll reports, annual earnings (W-2's), withholding tax, and other such reporting.
- Compiles, prepares, processes, and generates biweekly district payroll in accordance with district policies and local, state, and federal requirements.
- Processes approved leave changes, par rate changes, new hires, terminations, withholding changes, direct deposits, and enters into automated system.
- Enters and maintains a variety of employee payroll deductions using manual and automated systems.
- Imports, audits, reconciles, and processes employee leave taken, substitute employee time worked, and automated timekeeping records.
- Distributes payroll to district sites.
- Files employee payroll deductions, benefits information, and periodic reports.
- Sets calendar for district payrolls including pay dates and processing schedules.
- Calculates changes in contract amounts and payouts for separated employees, accrued sick, vacation leave, and retirement payments.
- Prepares and transmits mandated governmental payroll reports and payments, including FICA, income tax withholding, and Arizona retirement system contributions.
- Assists employees and outside agencies with inquiries and requests for payroll records.
- Serves on committees, projects as requested.
- Provides in-service for district staff as needed.

CONTROL OR SUPERVISORY RESPONSIBILITIES

This position will supervise and direct Payroll Clerks and temporary employees assigned to work in Payroll.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED) required. Associates degree in business or related field or some college experience preferred. Payroll processing experience required, preferably in the public sector. Knowledge of advanced payroll principles, regulatory requirements, and functional HR/Payroll systems. Any equivalent combination of related experience and/or training; or equivalent combination of education and experience may be approved by the Chief Financial Officer.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, procedure manuals, technical procedures, and government regulations. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs and charts.

REASONING ABILITY

Ability to research complex payroll issues and implement solutions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Gathers and analyzes information skillfully, developing alternate solutions. Uses reason when dealing with emotional topics and situations. Identifies and resolves problems in a timely manner. Ability to handle multiple priorities, tasks, and projects in a fast-paced environment. Ability to demonstrate knowledge and proficiency in working with computers and other types of technology.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Work involves sitting for extended periods of time.

WORK ENVIRONMENT

Indoor. Office environment. Contact with employees, students and public. The noise level in the work environment is usually moderate.