

Job Description: Payroll Manager



Position Title:

Payroll Manager

FLSA Status:

Exempt

Salary Grade, if non-union:

SG21

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

This position exists to perform responsible and specialized duties in the supervision of payroll processing for the school district.

Essential Functions of this Job

Plans direct and supervises all phases of payroll processing by department procedures and local, state, and federal rules and regulations. Deals with day-to-day questions and problems related to employees, outside agencies, system/data processing improvements, errors, etc. Supervises establishes and maintains master payroll records. Assists school personnel with payroll matters. Prepares and maintains a Payroll Manual. Creates Excel spreadsheets to verify reports generated by the system's accounting software. Verifies salary computations. Supervises the work of subordinate personnel when needed. Plans long-range and anticipates problems. Continually

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assesses overall payroll methodology, recommends, coordinates, and implements changes as necessary. Formulates payroll policies and procedures. Selects persons to fill open positions and performs annual performance appraisals. Ensures that all direct subordinates' responsibilities, authorities, and accountability are defined and understood. Prepares monthly schedule of timelines for payroll processing to be adhered to by schools, personnel, insurance, payroll, and data-processing departments. Oversees the computer processing of payroll checks. Research employee claims. Resolves employee payroll complaints.

Responds to requests from local, state, and federal agencies for salary information and attends hearings as directed. Assures that payroll deduction and wage attachments have appropriately authorized those checks and reports are timely remitted to appropriate authorities.

Administers processing of retirement system reports/contributions. Provides payroll operations information to inside and outside auditing firms. Provides information to personnel regarding retirement, social security, taxes, insurance claims, and other pertinent information.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Extensive knowledge of payroll processing, management, and accounting principles and practices. Extensive knowledge of the laws, rules, and regulations governing payroll, withholding, and retirement matters. Ability to work with an approved budget. Ability to communicate well, both orally and in writing. Ability to analyze and implement payroll procedures. Ability to prepare concise and comprehensive reports and statements. Ability to supervise the work of subordinate staff. Ability to deal with school personnel courteously and tactfully. Bilingual/biliterate preferred.

Education, Experience, and Certification/License Requirements

Graduation from an accredited college or university with a Bachelor's Degree in Accounting; minimum of six (6) years of experience in accounting, emphasizing payroll, including supervisory experience.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and teams. Alternative communication systems include electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires making decisions that affect other people, the financial resources, and the image and reputation of the District. Opportunity to make decisions without supervision. Responsible for work outcomes and results. Requires work with both

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internal and external contacts and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for most of the day, and the ability to lift, carry, move, and position objects infrequently weighing up to 20 pounds.

Local Code:

9000

EEO5:

Approval Date:

Date Last Revised: 04/12/2022

The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.