

JOB TITLE:	PAYROLL & PERSONNEL DIRECTOR	
RESPONSIBLE TO:	SUPERINTENDENT & CHIEF SCHOOL FINANCIAL OFFICER (CSFO)	
FLSA Status:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non Exempt

Job Goal: Assists in the administration of the system's business affairs.

Qualifications:

- Bachelor's degree in accounting, finance or business or closely related field.
- Two years accounting experience.
- Intermediate knowledge of Microsoft Excel, Google Sheets & Google Docs.
- Ability to work with minimal supervision, manage multiple and shifting priorities, while consistently meeting established deadlines.
- Exceptional attention to detail.
- Ability to be punctual and in regular attendance.
- Excellent verbal and written communication skills.
- Be bondable.

GENERAL RESPONSIBILITIES:

- Responsible for all aspects of payroll processing and reconciliation.
- Ensures compliance with appropriate federal or state regulations as they relate to payroll reports, documents and payment submissions.
- Adheres to established business office procedures and policies. Assures the security and confidentiality of all payroll and business office information and records.

JOB DUTIES AND RESPONSIBILITIES:

1. Prepares personnel payrolls. Calculates, makes required and authorized deductions, verifies and posts payroll data.
2. Coordinates the revision and implementation of payroll record keeping system/ procedures/components (employee type, salary schedules, etc.)
3. Assists in the preparation of leave records, balances and all other time and attendance records.
4. Prepares & verifies tax deposits and reports; monthly, quarterly and annually (Form 941, W-2 etc.)
5. Prepares payroll bank account transfer documentation.

6. Prepares monthly reconciliation of accounts payable bank account and balances to general ledger. Payroll bank account is reconciled and balanced to the general ledger by the CSFO.
7. Prepares state and system personnel reports.
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. Assists in the preparation and process of the annual audit.
13. Performs other related duties as assigned.

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE – A

EVALUATION: According to established Board policies and administrative procedures and guidelines