



Job Title: Payroll Manager
Department: Business
Reports To: Finance Director
FLSA Status: Exempt
Salary Schedule: AA Lane 02

SUMMARY

The Payroll Manager provides leadership and direction by coordinating and administering all facets of payroll management to include interpreting government regulations, ensuring accurate and timely payrolls with electronic payroll transfers and direct earnings statements, and coordinating the activities of the payroll staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Develops and implements WCSD Board policies, procedures, and guidelines as they relate to payroll.

Disseminates communications to payroll employees.

Assists with training school staff as needed.

Evaluates and considers project workloads. Makes scheduling and project planning commitments based on resource availability.

Supervises the training of new employees within payroll.

Supports the Human Resources Department in the employment and dismissal of personnel; to assist in the interpretation of personnel policies; and to assist in the designation of salary and other benefits for the personnel in payroll.

Provides leadership and direction in the development and implementation of in-service and staff development programs as required.

Administers salary payments and benefits to ensure that each employee receives his or her correct salary and proper benefits by:

- Preparing a master payroll where all salaries and benefits are recorded and by using this master in processing payroll each month to ensure accuracy.
- Communicating with schools, departments and employees when necessary to clarify information.

Creates and maintains the setup of payroll codes (i.e. contribution, deduction, and hour codes), calendars, and pay periods in the business system software. Coordinates with appropriate IT personnel to ensure system updates are processed. Ensures state and federal rates and limits, applicable to payroll, are updated annually in software, if applicable.

Manages setup, processes, and codes in time clock/timekeeping system software. Coordinates with appropriate IT personnel to ensure system updates are processed.

Ensures that proper reports are prepared, distributed, and filed for state and federal programs in compliance with regulations.

Interprets government regulations affecting payroll procedures and advises administration on compensation actions for employees.

Verifies year-to-date salaries, social security, federal and state withholding taxes, retirement and tax sheltered annuities for quarterly reports and yearly W-2 information for district administration and the Utah State Office of Education.

Audits payroll records to identify errors and works with employees to rectify pay discrepancies.

Makes judgment calls on unique pay conditions to determine correct pay allocation.

Represents District in responding to payroll related court requests and inquiries.

Keeps current professionally by using current information pertaining to payroll procedures and practices.

SUPERVISORY RESPONSIBILITIES

This job has direct supervisory responsibilities over payroll employees.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Understanding of principles and practices of financial record keeping and reporting, through the preparation of journal entries and the general ledger financial processes.

Must have strong computer skills including spreadsheets and databases.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money. Ability to calculate figures and amounts such as discounts, interest, commission, proportions, and percentages using a 10-key calculator. Ability to apply fundamental principles and practices of accounting in a public setting.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor’s Degree in accounting or business related field; or three to four years related specialized experience and/or training; or equivalent combination of education and experience. A Master's Degree in accounting is a plus.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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 sit; use fingers and hands; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing 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 noise level in the work environment is usually moderate.

Prepared By: Business Administrator		Date: 07/07/2005
Approved By: Executive Director, Human Resources		Date: 07/07/2005
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Business Administrator
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assistant Director, HR
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
		Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	