

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/16	<u>MANAGER, PAYROLL</u>	3.6.2
Effective Date	Job Title	Index

1. Primary Function: Plans, directs, and administers the activities of the District's payroll functions.

2. Responsibilities:
 - 2.01 Supervises the processing of the monthly payroll process through personal review and verification to ensure compliance with federal and state law, as well as applicable local ordinances and Board policy.
 - 2.02 Produces all required payrolls in accordance with established deadlines, applicable federal, state, and local ordinances, Board policy, and District labor agreements.
 - 2.03 Plans and develops policies and procedures through personal contacts with District personnel and outside agencies to implement new systems or to improve existing procedures. Makes recommendations to the supervisor.
 - 2.04 Prepares and submits all reports to applicable state, federal, or other agencies. Responds to inquiries and audits from state, federal, and other agencies.
 - 2.05 Develops and maintains internal control systems to properly account for the expenditure of payroll transactions.
 - 2.06 Coordinates the orderly flow of financial and related information from data processing, human resources, warehouse, purchasing, vendors, schools and other outside departments, agencies and financial institutions.
 - 2.07 Remains current on changes in rates, tax laws, government regulations, bargaining contracts, District policy and rules, and benefit programs.
 - 2.08 Supervises, trains, and evaluates payroll employees; hires and terminates as necessary.
 - 2.09 Performs other related duties as assigned.

3. Major Planning Requirements:
 - 3.01 Develops monthly processing calendars for each year.
 - 3.02 Plans modifications and upgrades of systems to meet changing rules, regulations, and agreements.

4. Key Relationships:
 - 4.01 Director, Fiscal Services: Reports to this position.
 - 4.02 Fiscal Services, Human Resources and Data Processing Departments: Coordinates flow of necessary information and reports; problem resolution, system coordination.

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- 4.03 Payroll staff: Supervises these positions.
- 4.04 Employees, unions: Responds to inquiries and resolves problems as needed.
- 4.05 Government groups and Courts: Represents the District, responds to inquiries, testifies in court.

5. Minimum Qualifications:

- 5.01 B.S. or B.A. degree with emphasis on accounting.
- 5.02 Five years of progressive responsible professional or technical payroll experience, including mainframe computer systems experience and responsibility for leading, supervising or directing the work of support personnel.
- 5.03 American Payroll Association certification and experience in a public school payroll environment preferred.

6. Term of Employment: Twelve months.

7. Salary Level: Grade 5.

Work Environment

Climate controlled office setting and exposure to moderate noise intensity levels.

Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period and/or to frequently move from sitting position to standing, walking, stooping and kneeling. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Evaluation:

Performance of this position will be evaluated according to the District's process for the evaluation of supervisory personnel.

I am willing and able to perform the duties of this position as described in this job description:

Signature: _____

Date _____

Print Name: _____