

PAYROLL SUPERVISOR

REPORTS TO: Administrative Director of Finance and Purchasing

GENERAL RESPONSIBILITIES: Directs and supervises preparation, recording and disbursement of all wages, salaries, various payroll transactions, and liabilities including distribution of all payroll checks.

PERFORMANCE RESPONSIBILITIES:

1. Processes and supervises the posting of appropriate journal entries as required for all payrolls and voided checks and workers' compensation payments.
2. Implements Board policies and procedures concerning payroll.
3. Maintains control and assures proper completion/resolution of:
 - W-2, L-2, W-3, W-4, W-5, and L-3 forms
 - Proper processing of forgeries
 - Fraud Detection Wage Reports
 - 941E form
 - Annual Payroll Calendar
4. Supervises and answers questions related to garnishments and levies received.
5. Supervises and answers questions pertaining to processing members' Retirement/Drop paperwork. Assist with the processing and verification of retirement forms as required by all retirement systems.
6. Completes payroll statistical data as required.
7. Establishes payroll procedures, codes and supervise the verification of absence reports for accuracy.
8. Consults with other departments, administration, and the public regarding payroll data and procedures.
9. Consults with counsel on payroll related litigations and testifies in legal proceedings.
10. Plans the operating activities of the payroll section and the formulation of future objectives, particularly those related to data processing implementation.
11. Supervises and evaluates the payroll clerical staff.
12. Assists in the equitable solution of complaints, concerns, and problems in the areas of payroll.
13. Compiles and examines cost information, prepares reports, and makes recommendations to immediate supervisor.
14. Prepares state and federal reports relating to workers' compensation claims.
15. Assists Risk Manager in developing and implementing a loss control and safety program designed to prevent and/or minimize loss of School Board resources.
16. Assists in maintaining all appropriate insurance/self-insurance records.
17. Analyzes unemployment compensation data/regulation.
18. Performs other duties as assigned or required.

QUALIFICATIONS: Bachelor's Degree in Accounting, Business Administration, or related field with a minimum of 27 hours in accounting. A minimum of one year experience in supervising an electronic data processing payroll or electronic data processing operation. Experience in working with microcomputer, electronic spreadsheets, and database management programs.