

PAYROLL SYSTEMS MANAGER

QUALIFICATIONS:

1. Degree in accounting or business
2. Three to five years of successful office experience
3. Demonstrated knowledge of automated accounting systems, generally accepted account procedures and payroll procedures
4. Advanced experience in use of Lotus 1-2-3
5. Experience in PCs and Mini Computers

REPORTS TO: Assistant School Business Administrator / Assistant Board Secretary

SUPERVISES: Payroll Clerks

JOB GOAL:

Assist the Assistant School Business Administrator /Assistant Board Secretary in performance of duties as directed. Supervise payroll staff involved in the computerized payroll and personnel service program. Work with the Coordinator of Bookkeeping to prepare reports.

PERFORMANCE RESPONSIBILITIES:

1. Performs all such duties as may be requested by the Assistant School Business Administrator/Assistant Board Secretary.
2. Prepares periodic reports as required by code, statute, or school administration, working with Coordinator of Bookkeeping as needed.
3. Trains, supervises, and evaluates personnel in the payroll department.
4. Supervises all aspects of payroll program and personnel record systems.
5. Maintains adequate computer systems needed to perform Board business.
6. Ensures the accurate and timely preparation of various unemployment forms and the deposits and distribution of funds from the unemployment compensation checking account.
7. Assists supervisors to maintain accurate financial records for all grants and prepare interim and annual financial reports.
8. Assists in the analysis, evaluation and audit of Board office business practices.
9. Prepare quarterly salary projection updates for budgetary purposes.
10. Ensure the appropriate bank deposits are made timely for all State, federal withholding and FICA taxes.
11. Ensures the monthly reconciliation of the agency and payroll checking accounts.
12. Ensures accurate and timely distribution of funds from the agency accounts.
13. Provides for the accurate preparation and distribution of W-2s to all present and former district employees.
14. Presents to the Coordinator of Bookkeeping the amount of funds necessary to provide for the two payroll periods each month, and ensures the timely deposit of said fund into the district's payroll and agency accounts.
15. Ensures accurate preparation of various monthly quarterly and annual payroll reports and same are filed timely.

TERMS OF EMPLOYMENT: Contract is for twelve months, with conditions set by the Board of Education.