



REVISED: Submitted:
07/17/2019 07/16/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR PAYROLL
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8182
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership, oversight and direct supervision and direction to management and development of the District's Payroll Department as well as payroll systems, reports and processes to insure internal control, accuracy and compliance with applicable laws, District policies, contracts, and remittance deadlines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and direction related to all District payroll systems, reports and processes to ensure internal control, accuracy and compliance with multiple remittance deadlines, federal & state laws, District policies and union contracts

Provides leadership and oversees the District's complex payroll processing to insure pay/deduction accuracy, and confirms mandatory deadlines are met for direct deposit, tax and withholding remittances

Provides leadership and direction in the administration of HR/Payroll systems related to system maintenance/upgrades, permissions, and control tables including the development of tax tables, leave accruals, calendars, and salary schedules

Communicates and provides payroll guidance to District leadership and employees as well as vendors, auditors, union representatives, Kentucky Department of Education, Department of Employee Insurance, KTRS and KRS staff

Analyzes HR/Payroll data and directs the development of internal controls and system edit reports to maintain data integrity and reduce risk of errors or fraud

Provides leadership and direction to ensure compliance and accuracy of the District reporting for W-2s, Professional Salary Data (PSD), Classified Salary Data (CSD), Kentucky Teachers' Retirement Systems (KTRS), County Employees' Retirement Systems (CERS) and Department of Employee Insurance (DEI) data exchanges

Provides leadership and direction of the general ledger posting of all payroll expenses including the reconciliation of deduction liability accounts, payroll bank reconciliation and the fiscal end of year reconciliation of escrow/salaries

Reviews and interprets Kentucky Revised Statutes, union contracts, federal and state laws to insure compliance and impact on the school District to formulate and recommend Payroll policies for the District

Provides leadership and direction in response to Open Records requests, subpoenas, audits and employment verifications

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's degree
Three (3) years of successful supervisory and administrative experience in payroll
Effective communication skills
Demonstrated ability to meet established deadlines

DESIRABLE QUALIFICATIONS
Master's degree
Kentucky Certified School Financial Manager
Experience in a diverse workplace