



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

JOB TITLE:	MANAGER PAYROLL
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8183
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for all payroll processing functions to ensure accuracy and timely completion of the District's payroll and compliance with all federal, state and local regulations as well as District policies, and procedures, and collective bargaining agreements.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs and plans the work of payroll including the development of payroll processing schedules; generates and finalizes the District's bi-weekly payroll processing; assists with complex fiscal year-end closing schedules, and manages summer escrow payroll processing and distribution of pay on the required pay dates

Supervises the maintenance of adequate controls in payroll; reviews and validates data integrity reports to ensure all time reporting and deductions are imported and processed in accordance with required processing schedules

Serves as a liaison between District departments and personnel to provide guidance, obtain information and resolve complex issues

Trains, supervises and evaluates the performance of assigned payroll personnel; monitors and adjusts workflow and assignments to meet established timelines

Manages quarterly and annual tax reports, reconciles and remits applicable tax deposits; assists with reconciling W-2s and the reporting of third party sick pay. Reviews system transactions for accuracy and coordinates corrections as necessary

Supervises the reconciliation and remittance of the County Employees Retirement System (CERS) monthly and annual reports

Directs the payroll staff work with payroll deduction representatives and ensures payroll deductions are reconciled and remitted by the required deadlines; reviews and approves remittance of payroll direct deposit files, ACH reversals and redirects, and vendor ACH payments in compliance with required deadlines

Supervises testing of all new system functionality related to payroll processing; reports and tracks resolution; assists with recommendation of system upgrades and improved procedures and policies

Maintains departmental procedures for payroll and deduction processing

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 experience in payroll processing

Effective communication skills
Demonstrated ability to meet established deadlines and to work accurately
<b>DESIRABLE QUALIFICATIONS</b>
Master's degree
Kentucky Certified School Financial Manager
Experience in a diverse workplace