



NEW: Submitted:  
03/29/2023 03/28/2023

JOB TITLE:	ASSISTANT DIRECTOR PAYROLL
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8827
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Assists in providing 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. Ensures risk governance and compliance, identifies and implements automation, data analysis, reporting and process improvements to drive operational efficiency

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- 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
- Assists in overseeing the District's complex payroll processing to insure pay/deduction accuracy, and confirms mandatory deadlines are met for direct deposit, tax and withholding remittances
- Assists with 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
- Assists with state and federal reporting requirements and ensures compliance and accuracy of the reports and data exchanges with other state agencies
- Assists in providing 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
- Assists in 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
- Directs 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
- Trains, supervises and evaluates the performance of assigned payroll personnel; monitors and adjusts workflow and assignments to meet established timelines
- Supervises quarterly and annual tax reports, reconciles and remits applicable tax deposits; assists with reconciling W-2s and ensures compliance with federal, state and local reporting requirements. Reviews system transactions for accuracy and coordinates corrections as necessary
- Directs training for principals, managers, supervisors, human resources and district support staff regarding payroll processing requirements
- Identifies payroll system development needs. Directs and tracks system development requests and resolutions working closely with Information Services Department and Tyler Technologies;
- Directs the 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
- 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

Two (2) years of successful supervisory and experience in payroll

Effective communication skill

Demonstrated ability to meet established deadlines

#### DESIRABLE QUALIFICATIONS

Master's Degree

Kentucky Certified School Financial Manager

Experience in a diverse workplace