

Payroll and Benefits Supervisor

Classification: Payroll and Benefits Supervisor

Location: District Fiscal Department

Reports to: Financial Administrator

Employee Group: (Non-Represented)

FLSA Status: Exempt

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Plans, performs, and supervises all activities necessary to process payrolls, including maintaining related records, filing tax reports and voluntary deduction reports, union dues withholding, processing involuntary deductions such as levies and garnishments, preparing and validating accounting transactions and documents, developing and maintaining payroll operating procedures, and preparing special reports for senior management. Supervises a team of Payroll and Benefit Specialists.

Serves as liaison between the school district and the software provider in matters related to payroll. Provides guidance to district management on the most efficient and effective use and capabilities of the current payroll software. Performs trouble shooting within the Payroll Department when a user is having difficulty entering a transaction into the system or getting information out of the system.

Serves as a "working supervisor," spending a significant portion of time personally performing payroll processing and related activities.

MINIMUM REQUIREMENTS FOR POSITION:

1. Bachelor's Degree or equivalent in business, accounting, or related function.
2. Five (5) years of payroll experience in a complex payroll environment including represented and non-represented employees and multiple compensation and benefit schedules.
3. Two (2) years of supervisory experience.
4. Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

5. Demonstrated advanced knowledge and experience of accounting and payroll principles, methods, and practices with federal and state payroll tax regulations, rules, policies, and practices (including but not limited to employment law such as FLSA, USERRA, COBRA, and IRS code. Data entry methods and practices. Modern office practices and procedures. Modern techniques used in recording and interpreting financial and statistical data. Rules and regulations applying to payroll accounting procedures and financial transactions. Principles and practices of auditing payroll documents, transactions, and records.

6. Skill in planning, organizing, supervising, and evaluating the work of others. Advises staff on procedure, system and policy changes and works successfully with the public and departmental personnel in person and over the telephone.

7. Advanced skills to analyze and evaluate complex information, data, or problems in an objective manner and present logical conclusions to provide a sound basis for establishment of priorities, selection of appropriate action or recommendations to others, and to resolve conflicts.

8. Able to remain calm and focused and to assist employees who may be emotional, distraught, or frustrated.

9. Able to follow written and verbal direction, and take the initiative when necessary. Ability to effectively communicate on complex issues with a high level of effectiveness.

10. Able to organize work and set priorities for accomplishing work in a timely and effective manner. Able to work in an environment with frequent interruptions and changing tasks and priorities.

11. Able to work collaboratively and effectively with other staff, employees, and supervisors. Ability to maintain confidentiality of information and exercise discretion in dealing with controversial or potentially sensitive topics.

12. Skill in the use of office and computer equipment and use standard office software and automated payroll and accounting systems.

13. Working knowledge of at least one complex payroll/benefits software package.

14. Strong verbal and written skills.

Part II: Supervision and Controls over the Work:

Works under the general supervision of the administrator responsible for financial services. Work is controlled by state and federal payroll accounting requirements and procedures, generally accepted accounting procedures, district policy and regulations, collective bargaining agreements, and direction of the administrator.

Employee is expected to administer and process complex payroll and payroll accounting operations without the need for assistance. Identifies and implements payroll process improvements and best practices to drive process excellence and eliminate errors.

Employee consults with administrator in exceptional or unusual situations or situations warranting an exception to policy or regulations.

Part III: Major Duties and Responsibilities:

1. Coordinates and executes the payroll system applying a thorough knowledge of School Board Policies, Fair Labor Standards, State Employment and Retirement Statutes, Federal Income Tax laws, and relevant provisions of collective bargaining agreements.
2. Supervises, instructs, trains, and reviews the work of payroll and benefit specialists. Assists specialists with highly complex payroll functions and use of the payroll software. Establishes internal control procedures to assure accuracy of payrolls and related accounting transactions. Investigates audit discrepancies and revises internal control procedures as necessary to prevent recurrence.
3. Exercises performance management over payroll and benefit specialists to include identification of performance improvement needs and related professional development. Responsible for establishing and maintaining a continuing performance assessment and feedback process so that employees are aware of their current performance status. Prepares and conducts end-of-year evaluations and addresses performance management issues and responses.
4. Performs complex accounting support work in payroll services, e.g., posting/data entry, calculating data, verifying accuracy, audits and/or reviews source documents, journal entries, reconciliation, etc. Prepares various payroll statements and journals, legal documentation and subsidiary ledgers, records, and files. Leads year-end closing process that includes W-2 form production and supports general ledger reconciliation.
5. Participates in collective bargaining assessment, strategy and preparation. Identifies issues for inclusion in the District proposal. Conducts data analysis to determine and support District bargaining positions involving compensation and benefits. Leads or participates in "costing out" union proposals and providing input to proposal analysis. Participates in bargaining planning sessions. May participate as a member of the bargaining team for issues specific to payroll.
6. Establishes or oversees the establishment of payroll records for employees assuring accurate documentation and entry of wage and benefit entitlements and deductions, retirement coverage, leave entitlement, COBRA entitlements, deferred compensation and tax sheltered annuity, wage and hour laws and other payroll related provisions.
7. Coordinates with the Human Resources Department on new employees to validate and/or resolve any issues concerning compensation, benefits, effective dates, etc. May participate in the orientation of new employees in terms of compensation, benefits and entitlements, and to assist them in completion of payroll related forms and documentation.
8. Processes cyclical payrolls to include monitoring automated payroll entries, verifying/entering/auditing timekeeping data and personnel action notices to determine employee status, leave reporting and payments. Verifying payroll computations. Monitors and processes

specialized payroll transactions such as garnishment, sick leave and personal leave cash out, VEBA, and jury duty receipts. Processes related accounting transactions.

9. Recording workers compensation payments and track time lines and cut offs.

10. Receives, researches, and responds to employee and supervisory inquiries. Extract information from the system as needed by using data query and reporting. Advises supervisor on procedures, timelines, and reporting requirements. Researches payroll discrepancies and calculates and prepares pay and leave adjustments when necessary.

11. Responds to employee inquiries on benefits and entitlements and/or refers employee to appropriate authority/office when necessary (e.g., retirement systems).

12. Monitors payroll and leave reports and coordinates with supervisors and Human Resource office staff when potential discrepancies are noted. Determines and initiates necessary resolution.

13. Maintains current knowledge of the payroll/accounting system, bargaining agreements and contracts, payroll related laws and regulations and District personnel and payroll policies. Serves as liaison with other public agencies in coordinating employee payroll adjustments.

14. Develops and maintains an in-depth understanding of the District selected software payroll and deduction modules and its functionality for processing payroll and managing benefits.

15. Develops and maintains payroll and deduction configuration and related tables in the system. Develops an understanding of the impact of these tables in the way transactions are edited and processed through the system.

16. Analyze business processes of the payroll and benefits department and help design and document improvements based on how to best use the software, workflow, and paper management techniques to handle these processes.

17. Coordinate and communicate with software provider regarding system processing, system errors or system enhancements.

18. Test modifications to the software before implementation to the production system to ensure that changes will work correctly. In the event of a software conversion, serves as the project leader for the Payroll related modules.

Perform other duties as assigned.