

Job Title:	Payroll Supervisor	Wage/Hour Status: Non-Exempt
Reports to:	Asst. Supt of Human Resources	Pay Grade: AP1-12 Month
Dept./School:	Administration	Date Revised: 11/16/2016

Primary Purpose:

Maintain all operations of payroll for the district.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of basic accounting procedures
Ability to maintain accurate and auditable records
Ability to use calculator (10-key by touch)
Ability to use personal computer and software to create spreadsheets, databases, and word processing
On-line Reporting
Proficiency in keyboarding and file maintenance
Ability to work with numbers in accurate and rapid manner to meet established deadlines
Ability to communicate effectively

Experience:

Three years minimum payroll experience

Major Responsibilities and Duties:

Payroll

- Prepare payroll for district employees, including full-time, part-time, seasonal, temporary and substitutes – includes employee set-up in financial software, salary changes, benefit deductions, supplemental pay, docked pay, FMLA leave calculations, terminations, and pay-off calculations.
- Proof all reports and address all discrepancies.
- Prepare monthly payroll and post to accounting software.
- Deposit cash receipts to Payroll and post to accounting software.
- Prepare and submit pre-notes and direct deposit files to bank.
- Prepare, reconcile, and process all vendor checks. Submit reports on-line to various entities.

- Review payroll summaries and create journal entries to determine the necessary funds to move into the payroll account from the general operating fund. Request funds to be moved to the payroll account from the district Controller.
- Post TRS matching and create journal entries to determine the final necessary funds to move into the payroll account from the general operating fund. Request funds to be moved to the payroll account from the district Controller. Prepare TEXNET submission for all TRS accounts, including contributions, matching, insurance, surcharges, etc.

Monthly/Quarterly/Annual

- TRAQS (TRS Reporting And Query System) reporting on-line - includes reporting of all payroll activity to TRS; new employees, terminated employees, demographic changes, position changes, payroll and grant funding financial reporting, retired employee reporting (includes retired TRS substitutes).
- TEA Funding Reports - includes maintaining accurate records of employees who are eligible for the TEA funding (FSP).
- Monthly New Hire Reporting submission to Texas Attorney General.
- Monthly account adjustments due to coding changes.
- Quarterly 941 tax returns & Quarterly Unemployment submission
- Annual Audit of Unemployment Compensation Program
- Annual W-2 preparation, distribution to employees, and submission to IRS.
- Create and maintain annual audit files.

Budget/Salary Negotiations/Employee Administration Payroll

- Payroll Payables
- Create and maintain the salary negotiations module for the next year's payroll and budget. Create calendars, matrices, and pay schedules.
- Create scenarios for raise calculations for budget adoption. Administer board approved raises to all employees payroll set-up. Closely work with finance department for budget needs.
- Create the Employee Administration module from the adopted Salary Negotiations plan. Maintain the module throughout the entire school year for accuracy and changes.

Other

- Resolve payroll issues and inquires.
- Respond to requests from financial or government institutions regarding verification of employment, levies, etc.
- Maintain confidentiality of information.

Supervisory Responsibilities:

Payroll Staff

Equipment Used

Copier, calculator, personal computer, printer, and shredder.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____