

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: Payroll Lead

DEPARTMENT: Finance and Operation
Payroll Office

REPORTS TO: Payroll Supervisor

POSITION SUMMER: Processes certificated/classified payroll, including health and welfare benefits, retirement reporting and tax payments; monitors and implements negotiated contracts, state statutes and federal laws pertaining, but not limited to retirement systems, workers' compensation, and health and welfare benefits; and provides training to appropriate staff. This position requires knowledge of District Regulations and Procedures, the ability to assume responsibility and work effectively and independently under pressure to meet deadlines and maintain confidentiality in order to ensure appropriate labor relations and payroll implementation.

ESSENTIAL FUNCTIONS:

- Supervise and provide input in staff evaluation on payroll related issues using effective problem-solving skills and good judgment.
- Supervise the process of salary and benefit transactions in accordance with staffing allocations.
- Review and import salary contracts from Human Resources Department to ensure accuracy and resolve discrepancies.
- Determine appropriate retirement, dues, and leave allocation, and salary placement for employees.
- Research, maintain, process and reconcile all compensation and retirement records.
- Research, maintain, recommend, and apply controls and procedures for the payroll process.
- Upload and analyze exception reporting of hours and leave.
- Evaluate, review and respond to inquiries regarding years of service, salary, days/hours worked.
- Manage communication and act as liaison with external agencies involved with employee compensation and benefits, such as the Department of Retirement Systems (DRS), the IRS, Puget Sound Worker's Compensation Trust, and Levy Agents, etc.
- Coordinate, communicate, and apply changes in employee status or benefits eligibility with Benefits Coordinators
- Coordinate internal audit of monthly payroll/retirement rules and regulations.
- Monitor change in state statutes and make procedural recommendations to supervisor and others as appropriate.
- Assist in preparation of all required employee notices for the Washington Health Benefit Exchange.
- Perform required affordability safe harbor calculations to ensure district compliance with the Affordable Care Act.
- Perform required procedures to ensure district compliance with the state health care law ESSB 5940.
- Assist in coordination of annual online health benefits open enrollment process.
- Assist in preparation of pro-rated vacation pay and sick leave buy back.
- Must learn and maintain a current knowledge of all district collective bargaining agreements (CBAs); federal, state, and local payroll laws; DRS rules and regulations; payroll processes; and all district employee benefit programs.
- Maintain a working knowledge of CBAs, unrepresented contracts, government requirements, and operational regulations and procedures.
- Maintain current knowledge of and understand payroll functions, such as FICA, Federal withholding, Labor & Industries, Retirement, and Qualified Retirement plans.
- Provide regular program evaluative feedback with suggested plans for improvement of any targeted areas of concern to the Payroll Supervisor or Director of Payroll as appropriate.
- Compile data from a variety of sources in accordance with District, state, and federal guidelines and regulations in order to create appropriate communications, reports, memoranda, resolutions, contracts, agreements, letters, and other written material for appropriate staff and stakeholders and for decision-making.
- Use technology to draft, prepare and process a variety of communication, forms, memoranda, agreements, letters, reports, and other documents to assure proper completion within legally mandated time frames.
- Maintain complex and confidential electronic and physical files and records and make appropriate notations regarding employment status in accordance with records retention guidelines.
- Utilize various data base applications, including Skyward and WSIPC, to create reports using multiple software applications including Microsoft Word, Excel, and Power Point, and coordinate projects using technology.
- Attend staff and other professional meetings as may be assigned or necessary.

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

- Ability to work extended shifts when needed to meet deadlines.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Possess a Bachelor’s degree. Qualifying experience may substitute for the educational requirement.

EXPERIENCE: Three (3) years of payroll/budget experience in a large complex organization.

Further, the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, meet deadlines, and make competent decisions;
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner;
- Ability to work with a diversity of individuals and groups;
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws;
- Ability to exercise independent decision making abilities and make decisions within parameters established with his/her supervisor, organize and manage multiple time sensitive tasks, and support resolution of difficult and/or delicate applicant and employee issues; and
- Ability to perform complex basic math, including calculations using fractions, percentages, and/or ratios

CERTIFICATES AND LICENSES: Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date

REQUIRED TESTING: Pre-employment Proficiency Test

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain certification

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date