

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Payroll Supervisor

DEPARTMENT: Finance and Operation
Payroll Office

REPORTS TO: Director of Payroll/Budget

POSITION SUMMARY:

The Payroll supervisors' responsibility is to effectively and efficiently manage and supervise the Payroll Department and its processes. This position oversees the implementation and execution of the pay provisions of district negotiated contracts, laws pertaining to Social Security, Employment security, state retirement, Labor & Industry, FLSA, garnishments, and liens.

ESSENTIAL FUNCTIONS:

- Hire, train, and evaluate the performance of department staff
- Monitor and adjusts department workflow to ensure effective and efficient daily operations and appropriate internal controls
- Develop, implement, maintain and supervise a system of internal controls for compliance with district compensation information that includes but is not limited to the facilitation of detailed audits for state/federal and third party agencies.
- Oversee health and welfare benefits, Washington State Retirement Systems, tax-deferred investment plans, COBRA, negotiated contracts, unemployment, legal issues, and state/federal reporting.
- Reconcile and prepare monthly payroll processing, including the completion of monthly, quarterly and annual reports with state/federal agencies.
- Balance and prepare fiscal and calendar year-end processing of payroll, including W-2 reporting and other tax forms.
- Supervise implementation of negotiated agreements in the area of salary and benefits.
- Create and conduct training programs for Payroll Department staff, building staff and other district department staff
- Create and maintain comprehensive documentation of current and proposed payroll processes.
- Keep current on state/federal laws and regulations by attending training seminars provided by professional organizations.
- Coordinate payroll staff calendars of non-work days making sure there is sufficient coverage of department duties and responsibilities.
- Maintain a working interface between the payroll department, Human Resources, other district departments and buildings.
- May be required to work weekends to meet deadlines
- Ability to function with a high-level of independent critical thinking and analytical skills
- Must maintain high standards of ethics and the ability to keep business matters confidential
- Possess working knowledge of Business Management systems or the willingness to be trained
- Adapt to the payroll process including interpretations of updated laws/enhancements and bargaining agreements
- Knowledge of state and federal laws relating to payroll/budget compensation, payroll taxes, State Retirement systems and health & welfare benefits.
- High level of proficiency in data processing and accounting systems
- Ability to communicate clearly and concisely, orally and in writing, and using email and other electronic communication means
- 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: Bachelor's degree in accounting, business or similar subject preferred.

EXPERIENCE:

- At least 3 years of payroll/budget experience
- 2 years of supervisory experience or five years of progressive management experience administering a school district payroll environment preferred. Qualifying experience may substitute for the education requirement.

CERTIFICATES & LICENSES: None Specified

REQUIRED TESTING: None Specified

CONTINUING EDUCATION/TRAINING: Valid WA State driver's license and appropriate insurance required.

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