

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Director of Payroll / Budget

DEPARTMENT: Business Office

REPORTS TO: Chief Operations and Finance Officer

POSITION SUMMARY: Under the direction of the Chief Operations and Finance Office, this position's responsibilities are to manage the budget development process, coordinate the integration of the payroll, human resource and budget electronic data systems., provide guidance to the Payroll Department concerning the implementation of negotiated contracts and legal issues regarding Social Security, Employment Security, Labor & Industries, garnishments, and liens, and ensure that the District is in compliance with state/federal laws and regulations pertaining to employee compensation/benefits. The position is responsible for supervising the hiring, training, evaluation and discipline processes within the payroll department. It also serves as the coordinator of payroll and human resource software and liaison to NWRDC/WSIPC to provide input and assistance in the development of budgeting, personnel and payroll software.

ESSENTIAL FUNCTIONS:

- Work with the Chief of Finance and Operations to develop the annual budget.
- Develop systems to processes to integrate electronic data/ information between the Human Resource, Budget and Payroll Departments.
- Develop and maintain a system of internal controls to insure compliance with state/federal regulations and the security of information shared between the Payroll and Human Resource Departments.
- Coordinate the development of training programs for building and department staff in the areas of payroll, budget and data processing.
- Provide training to the Payroll Department staff
- Supervise the payroll supervisor in hiring, training, evaluation and discipline procedures.
- Coordinate and provide information to meet administrative and district requirements.
- Serve on WSIPC Payroll/Budget/Human Resource Committee's to guide and direct software development and coordination.
- Attend training seminars given by state, federal and professional organizations to remain current on laws and regulations.
- Demonstrate positive relationship skills with stakeholders, maintaining ongoing and open communication.
- Use technology for communication, presentations, trainings, and workshops.
- 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: A Bachelor's degree in Accounting, Business or Public Administration and three years of payroll/budget experience in a large and complex organization, including a minimum of one year in a supervisory capacity or ten years of progressive management experience administering a school district payroll and data processing environment. Qualifying experience may substitute for the educational requirement.

EXPERIENCE: Knowledge of State and Federal Laws relating to employee compensation, payroll taxes, retirement and health benefits.

Further, the individual will possess the:

- Skill in oral and written communications.
- Strong supervisory skills and experience along with a high level of proficiency in data processing and accounting systems.
- Must possess ability to analyze and interpret the law and bargaining agreements.
- Must be able to work well under pressure.

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CONTINUING EDUCATION/TRAINING: 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.

CERTIFICATES & LICENSES: At least one relevant technical certification preferred.

REQUIRED TESTING: None Specified

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