



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE:	Payroll Supervisor
F.L.S.A.	Exempt Administrative
REPORTS TO:	Assistant Superintendent for Business Services & Technology
TERMS OF EMPLOYMENT:	Twelve month employment (261 days) with benefits provided according to Classified Agreement

QUALIFICATIONS:

- Prior experience (5 years) working with payroll systems, prior supervisory experience, and a college degree are preferred.
- Strong troubleshooting ability in order to identify, propose, or implement solutions to operational problems.
- Ability to prioritize and track multiple complex projects, keep current with related trends and issues, recommend and monitor solutions that support district goals.
- Advanced experience with multiple computer applications and data systems.
- Energetic self-starter capable of working independently or working with a diverse group of employees.
- Excellent interpersonal skills including oral and written communication.
- Willing to work flexible hours to support District needs and effectively meet deadlines and time constraints.
- Strong attention to detail and accuracy.
- Strong analytical and mathematical skills.

ESSENTIAL JOB FUNCTIONS:

1. Prepare, balance, supervise, and troubleshoot all aspects of district payroll.
2. Perform payroll management operations on an automated time and leave management system.
3. Communicate regularly with and submit payroll information to Accounting Department.

Payroll Supervisor (continued)

4. Utilize data and reports from large payroll system, complete monthly, quarterly and annual reports for taxes, unemployment, retirement, and other purposes.
5. Calculate salary and insurance information for salary projections each year for each pay type – teachers, administrators, and support staff.
6. Use salary projections for budget preparation each year – salary, insurance, retirement, FICA, Medicare.
7. Ensure that year-end tax information is submitted to the IRS, distributed to employees and posted to an employee internet portal.
8. Coordinate with Human Resources on the input of new employee information.
9. Remain current on laws, regulations, and technological advances related to payroll. Make recommendations for changes to procedures, compliance, or processes as needed.
10. Communicate payroll related issues and changes to district staff as needed.

OTHER JOB FUNCTIONS:

1. Display teamwork and consensus building skills.
2. Work with both routine and complex reports and documentation.
3. Maintain confidentiality, integrity, and security of data.
4. Perform other duties as assigned.