



EMPLOYEE NAME: _____

Revised: 1/86; 2/86; 5/88; 9/90; 6/92; 2/93; 5/93; 3/94; 11/94;
1/98; 5/01; 12/01; 7/08; 10/11; 6/15; 1/19; 10/21

JOB DESCRIPTION

POSITION TITLE: Lead Payroll Technician, Biweekly & Misc. Payrolls	JOB CODE: 466D
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory
DEPARTMENT: Payroll Services	WORKDAYS: 238
REPORTS TO: Director of Payroll Services	PAY GRADE: Rank H (NK08)
FLSA: Exempt	PAY FREQUENCY: Monthly
<p>PRIMARY FUNCTION: Responsible for processing/analyzing all aspects of all Miscellaneous/Void Payrolls including returned bank funds, creation of miscellaneous checks, and voids of previous checks. Processes, analyzes, and answers all employee wage assignments. Responsible for processing/analyzing transportation Biweekly payroll. Collaborates with Biweekly Payroll Technician in the finalization of creating Biweekly direct deposits and checks. Responsible for Vendor payroll processing. Processes tax payments for Biweekly payrolls. Prepares, balances and remits payment to Public School Retirement System (PSRS).</p>	

REQUIREMENTS:

1.	Educational Level: High School Diploma
2.	Certification/License Required: None
3.	Experience: Bachelor’s degree or equivalent payroll/accounting experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; advanced math aptitude; advanced Excel and calculator skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Biweekly Lead Payroll Technician – Monitors and assists Biweekly technician with training, duties, and responsibilities and serves as backup.
3.	Processes, analyzes, and creates Void/Misc. payrolls each month in an accurate and timely manner.
4.	Semi-monthly reconciling of Misc./Void reports to adjustment spreadsheet.
5.	Enters manual checks into bank’s positive pay file after each miscellaneous payroll processed.
6.	Responsible for all aspects of time/attendance and payroll records for CCSD Biweekly transportation employees; processes Personnel Action forms for terminations, retirement, and salary changes for; processes adjustments to pay records based on these forms.
7.	Responds to employee inquiries regarding gross pay, payroll deductions, and leave; ESS reset and maintenance
8.	Processes all garnishments/wage assignments; processes, analyzes, and submits timely reports to all required Federal, State, and local authorities regarding garnishments, child support recovery, tax levies, and Chapter 13; prepares proper supporting documentation for payment.
9.	Processes Vendor Payroll each pay period to ensure invoicing and payment of payroll vendors.
10.	Processes net pay, federal / state tax payments and wire transfer requests for Biweekly and Misc./Void payrolls.
11.	Maintain master spreadsheet for Biweekly/Misc./Void payrolls with data from final proof for various monthly, quarterly, and annual reporting.
12.	Prepares, balances, and reconciles Public School Retirement System (PSRS); processes wire transfer request.
13.	Maintains, reconciles, balances, and submits wire transfer for Retirement Manager 403b, 457, and Roth employee deductions.
14.	Assists and performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____