**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>POSITION TITLE: Lead Payroll Technician, Monthly Payroll</th>
<th>JOB CODE: 466D</th>
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</thead>
<tbody>
<tr>
<td>DIVISION: Financial Services</td>
<td>SALARY SCHEDULE: Professional/Supervisory</td>
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<tr>
<td>DEPARTMENT: Payroll Services</td>
<td>WORKDAYS: 238</td>
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<td>REPORTS TO: Director Payroll Services</td>
<td>Pay Grade: Rank H (NK08)</td>
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<td>FLSA: Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
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**REQUIREMENTS:**

1. Educational Level: Bachelor’s degree or its equivalency required (2 years of similar work level experience = 1 year of college), a combination of experience and education may be used to meet the bachelor’s degree requirement
2. Certification/License Required: None
3. Experience: 3+ years 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. Lead payroll technician – back-up and assists monthly payroll technicians and reps with training, duties, and responsibilities; process Honorariums.
3. Assists with Monthly payroll conditions, exceptions, and balancing.
4. Processes net pay and federal and state tax payments and wire transfer requests for each monthly payroll.
5. Maintains master spreadsheet for all monthly payrolls with data from final proof for various monthly, quarterly, and annual reporting.
6. Prepares, maintains records, reconciles, balances, and submits files for state reporting for Teacher Retirement System; prepares monthly wire transmission of funds to TRS; researches and analyzes discrepancies reported by TRS; processes refund of contributions.
8. Maintains, reconciles, balances, and submits wire transfer for payment to Retirement Manager for 403b, 457, and Roth employee deductions.
9. Backup to Biweekly Lead Payroll Technician; Assist with ESS reset and monthly ESS processes.
10. Assists and performs other duties as assigned by appropriate administrator.

Signature of Employee _____________________________ Date __________________

Signature of Supervisor ___________________________ Date __________________