JOB DESCRIPTION

POSITION TITLE: Payroll Accounting Manager | JOB CODE: 466F
DIVISION: Financial Services | SALARY SCHEDULE: Prof/Supv Support Annual
DEPARTMENT: Payroll Services | WORKDAYS: Annual Administrative Employees
REPORTS TO: Assistant Director of Payroll Services | PAY GRADE: Rank D (NK04)
FLSA: Exempt | PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists the Assistant Director of Disbursement Services in performing accounting functions.

REQUIREMENTS:
1. Educational Level: Bachelor’s Degree
2. Certification/License Required: None
3. Experience: 3 years Accounting Experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; leadership; organization, Excel

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. Responsible for timely payment of employees via monthly and biweekly payroll cycles, including transmitting direct deposits and positive pay files.
3. Reconciles payroll general ledger agency accounts and prepares and submits adjusting journal vouchers monthly, quarterly, and annually.
4. Assists Assistant Director with history transfers.
5. Manages Payroll access for primary and backup time keyers.
6. Trains new secretaries on the use of CTMS, Munis and Absence Management reports to enable them to accurately post time for staff, substitute, and supply teachers.
8. Prepares journal vouchers to record wire transfers for all credit union, tax shelter deductions and transfers of net pay.
10. Processes all payroll deductions/reports that must be accounted for, balanced, and remitted monthly, quarterly, and annually to include state tax reports, labor reports and other miscellaneous reports.
11. Assists in year-end processes and reports as assigned by the Director and Assistant Director.
12. Assists in preparation of payroll schedules and processing calendars.
13. Works to resolve Employee Self-Service login and access issues.
14. Shares supervision, evaluation, and training of Payroll staff members with Assistant Director.
15. Performs other duties as assigned by appropriate administrator.

Signature of Employee ____________________________ Date ______________

Signature of Supervisor ____________________________ Date ______________