



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, Monthly Payroll	JOB CODE: 466D
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory
DEPARTMENT: Payroll Services	WORKDAYS: 238
REPORTS TO: Director Payroll Services	Pay Grade: Rank H (NK08)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Collaborates with Payroll Technicians (Monthly) in the finalization of creating Monthly direct deposits and checks. Processes tax payments for monthly payrolls. Assists in maintaining master spreadsheet for balancing purposes. Assists and trains other payroll technicians and representatives. Prepares, balances, and reconciles Teacher Retirement System deduction records for State reporting. Prepares monthly wire transmission of funds to Teacher Retirement. Researches and analyzes discrepancies reported by Teacher Retirement System.	

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.
7.	Responsible for importing of Monthly Retirement Manager employee deduction update files.
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 _____