



EMPLOYEE NAME: _____

Revised: 1/04; 6/09; 09/11; 4/13; 6/18; 7/19; 5/23

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. |
| 7. | Manages and maintains Time Keyer Resource Library in SharePoint. |
| 8. | Prepares journal vouchers to record wire transfers for all credit union, tax shelter deductions and transfers of net pay. |
| 9. | Processes employee income tax adjustments for employer provided vehicles. |
| 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 _____