

**KENT CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	PAYROLL MANAGER	File 208
Reports to:	Treasurer	
Job Objectives:	Manages the accurate and timely processing of payrolls and benefits.	
Minimum Qualifications:	<ul style="list-style-type: none">· Associate degree with training in accounting, or equivalent combination of training and work experience in accounting, payroll, or closely related field.· Two years experience in accounting or payroll or demonstrated competence in the tasks assigned.· Proficiency with the Ohio school district Uniform Staff Payroll System is highly preferred.· Proficiency in the use of automated financial data processing systems as well as Microsoft Word, Excel, and Access.· Strong communication, organizational, and project management skills.· Ability to work independently and interact effectively with district administration.· Supervisory skills, multitasking ability, and strong diplomacy skills.· Ability to maintain confidentiality.· Experience with governmental fiscal operating procedures.· Documentation of a clear criminal record.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Meets all prerequisite qualifications to be bonded.· Proficient in office protocol and the use of information technology systems.· Proficient in data entry, spelling, proofreading, and the correct use of grammar.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Manages payroll data entry processes. Takes the initiative to work independently.· Participates in the selection and is responsible for orientation of Payroll Assistant.· Trains the Payroll Assistant. Offers and provides assistance when needed.· Supervises the daily work of the Payroll Assistant.· Establishes and then manages comprehensive processes and procedures for payroll.· Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising the Treasurer on needed actions.· Organizes and manages a functional filing system that ensures the safe retention and efficient retrieval of office records. <p>Fields questions from administrative staff and interprets payroll policies, procedures and regulations.</p> <ul style="list-style-type: none">· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district.· Respects personal privacy. Maintains the confidentiality of privileged information.· Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.· Acknowledges and greets visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.· Keeps current with program, policy, and procedure changes. Helps keep students, parents, staff and Payroll Assistant informed about relevant issues. Refers inquiries requiring policy interpretation to administrative staff.· Helps communicate information about weather delays and program cancellations.	

- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.).
- Verifies the accuracy of database information as directed.
- Composes and types routine correspondence, newsletters, memos, notes, forms, etc.
- Collects, compiles, edits, and types statistical data and reports as directed.
- Uses photocopying and duplicating equipment to reproduce documents
- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Types, duplicates, assembles, and processes routine and special mailings.
- Assists with committee assignments and/or special projects as directed.
- Monitors and reorders office supplies to maintain reliable service levels.
- Maintains forms related to administrative procedures and program functions.
- Prepares complete and systematic financial records as directed. Assembles data for financial analysis/forecasting when requested. Works cooperatively with auditors.
- Prepares wage change notices. Verifies that employees are placed on the correct salary schedule. Maintains payroll deduction authorization forms.
- Maintains medical, personal/family leave, and vacation records.
- Verifies time sheets. Calculates gross wages. Processes the payroll. Reconciles payroll records. Distributes paychecks or deposit confirmations forms as directed.
- Maintains payroll records for all monthly, quarterly, and annual reports. Verifies the timely payment of payroll taxes and the completion of all required reports.
- Prepares employee W-2 forms.
- Prepares Ohio Bureau of Employment Services reports.
- Prepares Workers' Compensation and Unemployment Compensation files.
- Prepares School Employees Retirement System and State Teachers Retirement System records and reports. Processes retirement and end of employment forms.
- Verifies employment for authorized inquiries (e.g., loan applications, etc.).
- Keeps files and supplies properly stored to maintain an orderly office.
- Periodically discards archived records as directed. Follows the records retention and disposal schedule adopted by the board.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current with advances in office technology. Updates office procedures.
- Places calls for maintenance and repair services as directed.
- Cross-trains with support staff as directed.
- Participates in staff meetings and professional growth opportunities as directed.
- Supports community partnerships that enhance district programs and services.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: · Under the direction of the Treasurer: plans work assignments, provides instruction and manages the Payroll Assistant. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Kent City School District Board of Education.

The Kent City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. Employees shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

8/21/18