

Groveport Madison Schools
Job Description
Certificated Payroll Manager

Reports To:	Treasurer
Educational Training:	High school graduate required, Associate Degree or higher preferred
Experience:	Minimum of two (2) years successful experience in payroll, bookkeeping, accounting or other related business areas with transferrable skills.
Job Characteristics:	Twelve (12)-month position; two (2) week's vacation, initially; hours: 8:00 a.m. – 4:30 p.m. with a thirty (30)-minute lunch; assignment: Treasurer's Office.
Salary Range:	BS/BA Degree \$56,802 to \$75,060 and Non-Degree \$37,895 to \$56,153

Duties:

Oversee processing of Certificated Staff Payroll.
Manage Flexible Spending Accounts with Discovery Benefits
Balance all benefit deductions for every payroll with monthly reconciliation and payment processing of group health and voluntary benefits member rosters with payroll deductions.
Monthly reporting of Short-Term and Long-Term Disability for One America.
Monthly reporting of Basic & Supplemental Life Insurance - Dearborn National
Manage payroll deductions and maintenance of payroll deductions.
Reconcile Municipal Income Tax Annually.
Maintain Leave of Absence Spreadsheet.
Process incoming daily mail of payroll related invoices and/or inquiries for resolution.
Process verifications of employments.
Manage fiscal year end, calendar year end payroll processing.
Manage 1094/1095 ACA reporting.
Process AESOP attendance posting for certificated staff and ESC COG substitute billing.
Oversee the administration of benefit payroll deductions changes, additions, deletions in the employee record.
Manage Explain My Benefits Portal to ensure accuracy of employee benefit administration and extract necessary reports to complete benefit reconciliation.
Create and enter Duty Calendars for Certificated and Classified Staff.
Manage BWC Self Insurance applications, invoice, payroll reporting for Self-Insurance Workers' Compensation.
Process and enter Certificated class absorption sheets, home instruction timesheets, extra work timesheets.
Manage changes for salary fund lines for certificated staff, position changes, building changes, OPU's and other staff demographics to ensure accurate EMIS staff reporting.
Process address changes, direct deposit changes, names changes, tax changes, etc.
Balancing of yearly W2's and approve for printing.

Balance STRS for each payroll, complete annual reporting, STRS advance reporting, estimated payroll, deposit & service reporting, purchased service credit reporting.

Order office supplies for fiscal team.

Maintain certificated payroll salary spreadsheet.

Process salary degree changes.

Process salary reductions for unpaid leaves.

Process and distribute annual salary notices.

Process and update all annual NC calculations and W2 updates.