MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT

EMPLOYEE JOB DESCRIPTION

TITLE: **PAYROLL MANAGER**

JOB DESCRIPTION:

- Prepare and calculate payroll for all employees, regular and special runs.
- Process completed checks for distribution.
- Assign proper coding and account distribution.
- Maintain an accurate master payroll print-out and supplemental contract records.
- Maintain an efficient and orderly filing system of payroll data for the Treasurer.
- Prepare monthly, quarterly and year end reports for federal, state and city taxes.
- Prepare quarterly report for Ohio Bureau of Employment Services.
- Balance payroll deductions and submit bills for annuities, credit union, United Way, insurance companies, union dues, etc.
- Prepare monthly and yearly State Teachers Retirement Report, School Employees Retirement, and Bureau of Labor Statistics Report.
- Balance all taxes and retirement deductions monthly in order to maintain accurate figures for year-end balances.
- Balance and distribute W-2 forms.
- Maintain and up-to-date file for all necessary information pertaining to payroll.
- Calculate salary changes. Process all salary changes into Master Payroll Record and enter into state software.
- Assist Treasurer with various reports that require payroll data as well as other departments.
- Maintain accurate and up-to-date records of day worked for tutors and substitute non-teaching employees to balance STRS and SERS reports and submit.
- Prepare and/or duplicate necessary payroll forms.
- Complete forms for retirement refunds.
- Compile and type necessary letters concerning payroll matters.
- Assist in any position in the Treasurer's Office when necessary.
- Perform programming and training of the Kronos program.
- Maintain a database for profiles, salary notices, contracts, calendars and supplementals for distribution.
- Train new employees in payroll procedures including Kronos and time clocks.
- Process purchase orders for payroll, Medicare, health, dental, life and pickup.
- Verify sick leave procedures are followed and accrue monthly sick and vacation leave.
- Use Kronos and Aesop programs for payroll and absence records preparation.
- Open and distribute payroll department mail.
- Assign EMIS coding for staff in HCCA.
- Create and distribute the work calendars for all departments for the fiscal year. Copy and distribute to staff.
- Perform other duties as may be assigned by Treasurer.