

MARION COUNTY JOB DESCRIPTION

Position Title: Finance and Payroll Manager

Department: Central Office

Reports To: Superintendent/Superintendent Designee

Approved By: Marion County Board of Education

Date: July 2022

SUMMARY: Performs all payroll functions including salary calculations, payroll processing, benefit deductions, and tax reporting; manages employee benefit and retirement programs; manages employee leaves; and assists with staffing allocations and budget preparation by performing the duties listed below. Assists in overseeing all matters related to the budget, finance, and grant funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Calculates salaries for all school district employees
- Assists in developing annual budget including all grants
- Processes payroll data for all school district employees and maintain accurate, up-to-date files of all payroll information
- Prepares required governmental reports: retirement, unemployment, federal, state, and local employment taxes, W-2's, etc.
- Distributes payroll deductions in compliance with local, state, and federal statutes
- Works with representatives of government and retirement agencies to provide information
- Maintains employee attendance records; verifies and inputs individual sick leave, personal leave and emergency days allowances and usage
- Process PSD, CSD, TRS, and KPPA Reports
- Updates and maintains employee files regarding changes in benefits and employment as necessary
- Communicates with insurance companies and employees; corresponds with insurance companies on behalf of employees
- Coordinates health insurance open enrollment for employees
- Processes and maintains records of staff leaves, terminations, etc. for notification of FMLA and/or COBRA coverage
- Processes and maintains records for Workers' Compensation
- Administers sick leave bank and sick leave donation program
- Completes verifications of employment, wages, and experience for current and past employees
- Calculates staffing allocations for district and communicate with school principals and district administrators to ensure proper staffing levels are maintained

- Prepares annual salary schedules and calculate projected payroll and fringe costs for board approval
- Maintains MCPS Master Staffing List for finance and HR purposes
- Assists with preparation of draft, tentative, and working budgets
- Performs additional duties and special projects as assigned by the Superintendent/Superintendent Designee

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position classification requires subject matter expertise commonly associated with finance and payroll. The position classification performs decision analysis and makes decisions of considerable consequence. The functional role of this position classification requires the application and interpretation of data, facts, procedures, and policies. When required, meets with school administrators, teachers, and internal staff to communicate information, data, and problem solutions.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Business Administration or related field and/or 5 years of experience in related field.

LANGUAGE SKILLS: Ability to read, analyze, and interpret data, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to administrators, public groups/community, and board of education.

MATHEMATICAL SKILLS: Ability to calculate figures and amount such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Knowledge of bookkeeping practices and ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as files or computer reports. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.