

Job Title: Payroll Supervisor
Reports to: Executive Director of Finance & Operations
Work Schedule: 8.0 hours per day, 260 days per year
Salary: Per Salary Schedule #05 – C – Exempt 1

Job Summary:

The Payroll Supervisor will manage and supervise the district's payroll disbursement function, programs, and related services.

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Ensure payroll is disbursed timely and accurately
- Maintain W-2 records
- Direct payroll tax activities to include filing of state and federal tax returns and ensure compliance with state and federal regulations
- Design and develop employee payroll manual
- Develop payroll policies and procedures
- Establish proper controls to comply with state and federal regulations
- Provide technical information to employees on wages, payroll processes, benefits, labor contract provisions, retirement and pension, etc
- Advise employees on retirement and pension plans
- Plan, coordinate, and supervise work activities of Payroll staff
- Train Payroll staff and evaluate performance
- Research, analyze, interpret, and implement rules and regulations as required
- Provide training to schools and departments regarding accurate and efficient payroll processing
- Prepare annual work plan for Payroll department
- Ensure safety and security of subordinate employees, records, and operations while at work
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Knowledge of laws, regulations, controls, and procedures governing payroll
- Knowledge of payroll processing and reconciliation procedures
- Knowledge of school district retirement and personnel reporting procedures
- Knowledge and ability in effective written and oral communications
- Ability to operate PC computer and working knowledge of approved district software (i.e. Microsoft Office, WSIPC, and Gmail)
- Ability to complete assigned tasks in a timely manner
- Ability to work independently
- Ability to maintain effective working relationships with a variety of staff, outside agencies, and the public
- Ability to handle all information in a confidential manner
- Ability to operate a PC computer utilizing related software programs
- Ability to work under pressure within time constraints
- Ability to supervise and evaluate staff
- Ability to interpret collective bargaining agreements
- Skills in accurately processing payroll

Minimum Qualifications:

- Bachelor's degree and/or Business Administration degree or an equivalent combination of education and experience in payroll supervision
- High School diploma or equivalent (documentation required at time of application)

- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. This is an office job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to work at a computer monitor for prolonged periods; and must be able to crouch, crawl, bend, kneel, and lift/move objects such as files, boxes, etc. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

The Payroll Supervisor shall be evaluated periodically by the Executive Director of Finance & Operations pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed October 2005.

Job description revised September 2006.

Job description revised November 2017.