

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Director of Payroll (M60)	Job Family: 1
Department: Payroll	Lane Placement: Z3
Supervisor's Title: Deputy Superintendent of Business Administration	Contract: 245 Days
FLSA Classification: <u>Exempt</u>	Hours per day: 8
Department Approval: <u><i>D. Bruce Dace</i></u>	Date: <u>03/06/13</u>
ADA Review: <u><i>Janelle Master</i></u>	Date: <u>3-6-13</u>
Human Resources Approval: <u><i>Emily</i></u>	Date: <u>3-6-13</u>
Superintendent Approval: <u><i>Johnson</i></u>	Date: <u>3/7/13</u>
Original date: <u>04/85</u> Revised: <u>03/92</u> Revised: <u>03/13</u> Revised: _____	

GENERAL FUNCTION

The **Director of Payroll** is responsible to provide leadership and direction in providing accurate payroll records and to meet the payroll date on time. Will supervise and provide direction to department employees.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Ensure all payroll functions are completed to meet payroll deadlines in order to pay employees accurately and on time.
- Implement BOE policies, procedures and guidelines as they relate to the Payroll Department.
- Direct the activities of the Payroll Department. Responsible to hire, evaluate, discipline and train department employees. Prepare the department budget annually.
- Coordinate with the Human Resource Department to interpret district policies related to employee pay, leaves and other benefits and to process personnel issues.
- Coordinate with the Information Systems Department to ensure payroll processes accurately, reports are submitted on time and the timekeeping and time off system are functioning properly. Will work with Information Systems to ensure all payroll processes are automated.
- Administer salary payments and benefits to ensure that each employee receives his/her correct salary and proper benefits by:
 - Oversee the time keeping processes for all employees
 - Prepare a master payroll where all salaries are recorded and by using this master in processing payroll each month to ensure accuracy.
 - Communicating with schools, departments and employees when necessary to clarify information and provide training as needed.
 - Paying employee deductions to vendors monthly.
 - Reporting wages and retirement liability to URS monthly. Work with URS on all aspects of employee retirement.
 - Paying all applicable Federal and State taxes in a timely manner.
 - Ensure W2 documents are prepared and distributed on time.
 - Process any garnishments or other deductions as required by law.
 - Oversee the Direct Deposits and bank pre-notes.
- Process tax shelter annuities and tax deferred deductions as required by law.

- Ensure the necessary equipment, supplies and all printed/electronic forms are available for the most efficient operation of the Payroll Department.
- Ensure that proper reports are prepared, distributed and filed for the District, State and Federal programs in compliance with regulations (File 941, etc).
- Develop the District payroll calendar in coordination with the District attendance calendar. Develop, implement and evaluate short and long-range planning procedures for the department.
- Organize, prepare and present retirement classes to District employees.
- Meet with District employees as needed.
- Keep current on laws and regulations regarding payroll processes, taxes, benefits and other areas by attending seminars or classes or by reading periodicals or publications.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Bachelor's degree in business or related field plus six to ten years of successful job related work experience or an equivalent combination of education and experience. Master's degree in a related field preferred.
- Requires two years of successful supervisory experience.
- Requires a strong knowledge of payroll laws; including FLSA, Utah Retirement, Utah State code, Workers Compensation and other applicable laws and regulations.
- Requires strong data entry skills.
- Ability to write reports, business correspondence, procedure manuals or policies.
- Ability to effectively present information and respond to questions from the BOE, principals, directors, administration, employees or the general public.
- Demonstrated understanding in computer programs (e.g. word processing, spreadsheets, data bases, District applications, etc.).
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound accurate judgment skills.
- Demonstrated competence in being proactive, motivated, organized and results-oriented within a fast-paced, highly demanding environment.
- Requires excellent communication skills, both oral and written.

- Requires ability to plan, submit and implement a budget.
- Requires a valid Utah Driver License.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment
- Operates District or personal vehicle for occasional inter-District or local travel.

Physical Requirements – Not limited to the following:

- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Requires sitting, standing and walking. Uses fingers and arms to keyboard, pickup and hold. Uses eyes, ears and voice for communication.
- Primarily an office environment. Some stress may occur from meeting the various deadlines associated with the position. Incumbent should expect to deal with frequent interruptions, situational problem solving, issues related to personnel and needs prioritization.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*