



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Payroll Manager**
Job Family: **Professional**
Prepared/Revised Date: **January 10, 2020**

FLSA Status: **Exempt**
Pay Range: **A/P-Grade P**
Job Code: **33543**

SUMMARY: Responsible for the overall operation of the Payroll Department to include, but not limited to processing the monthly payroll, preparing and submitting appropriate taxes and reports in an accurate and timely basis, supervising the Payroll Department and resolving payroll issues and concerns. Develop and implement new administrative and system processes to achieve better efficiency and effectiveness; implement change policy when needed. Maintain confidentiality and adhere to the HIPAA Privacy Regulation and district HIPAA policies and procedures. In addition to the job tasks listed below, the Payroll Manager is expected to be able to perform all Payroll Specialist, Payroll Tech II and Payroll Tech I tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks
1. Provide vision and direction for all Payroll Department activities including, but not limited to processing the monthly payroll, preparing and submitting appropriate taxes and reports in an accurate and timely basis, hiring, training and supervision of staff, customer service activities; resolving payroll issues and concerns; system management and process improvement work.
2. Ensure payroll processes and procedures are administered in compliance with applicable laws, regulations, policies, and guidelines. Through networking, professional development and research, keep abreast of applicable existing, proposed and new Federal and State laws and regulations, District Policy and Administrative Guidelines, and payroll best practices. Identify, recommend and implement appropriate business process efficiencies in relation to payroll processing.
3. Serve as the business owner of the payroll module of the financial system. Collaborate with the Systems Support Team to ensure proper system functionality including, but not limited to data integrity checks, reviewing and testing system upgrades, debugging system upgrades, managing system process improvement projects and providing training and resources to staff as needed.
4. Represent the Payroll Department to ensure that District-wide, school and central department initiatives, that involve payroll, are assessed and carried out in accordance with applicable laws, regulations, policies, guidelines and best practices. Provide payroll reports, data and/or estimates as necessary to assist with District-wide, school and central-department initiatives.
5. Work closely with the Human Resources Department and Controller to ensure practices between the departments complement each other. Collaborate with the Human Resources Department and Controller in development and implementation of process improvement initiatives.
6. Manage the Payroll Department internal resource library to ensure it is comprehensive and up to date. Collaborate with and, as appropriate, delegate to the Payroll Specialist, the development of tools and resources maintained in the internal resource library.
7. Oversee the hiring, training, supervising and evaluating of payroll staff. Provide guidance and assistance regarding payroll-related policies, practices and procedures. Problem solve issues that have been escalated from the payroll staff.
8. Perform pre-payroll processing audits and error checking procedures, preliminary payroll processing procedures, and final payroll processing procedures for monthly payroll processing. Reconcile payroll subsystem to the general ledger for payroll postings, including asset and liability accounts. Review and approve all required payroll submissions (e.g. IRS and PERA)
9. Review all cabinet and administrative pay assignments and ensure they are properly set up in the system.
10. Plan annual payroll activities including, but not limited to establishing timelines and system maintenance, including annual process rolls of assignments, salary schedules, leave time, insurance rates and W-2 reporting.
11. Perform processing related activities including longevity eligibility and documentation, retirements and sick leave payoffs.



12. Provide district-wide written communication to staff about important payroll notices, including updates to practices policies, laws and guidelines, changing information such as changes to deductions, taxes, PERA, etc., deadlines, and provide relevant resources when applicable.
13. Work with external and internal auditors on payroll related items as necessary.
14. Attend work and arrive in a timely manner.
15. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Finance, Accounting, Business or related field
- More than five years of experience in payroll, experience in a public environment and management experience strongly preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer services skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key calculator, etc.
- Experience with automated payroll systems, Business Plus preferred

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

		# of EMPLOYEES
Direct reports:	Payroll Specialist	1
	Payroll Technician I & II	4

- Responsible for: interviewing, hiring and training employees; assisting with planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	