



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Payroll Manager**
 Job Family: **Professional**
 Prepared/Revised Date: **April 1, 2018**

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, supervision of 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.

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.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Oversee daily operations and coordinate workflow and activities of the Payroll Department personnel in the preparation and distribution of monthly payroll. Participates in the computation, withholding, review and remittances of all payroll functions.	D	15%
2. Responsible for resolving employee payroll issues and concerns escalated from Payroll Technicians.	D	10%
3. Responsible for interviewing, hiring, training, supervising and evaluating payroll staff. Provide guidance and assistance regarding payroll policies, practices and procedures.	D	5%
4. Ensure payroll procedures are administered in compliance with governmental regulations, including PERA rules, IRS regulations and district policy. Identify, recommend and implement appropriate business process efficiencies in relation to payroll processing.	D	5%
5. Attend work and arrive in a timely manner.	D	1%
6. Calculate Disability Offsets and verify accuracy of all Disability, Leave of Absence and Retirement paperwork. Reconcile monthly payroll system totals to the financial system postings.	M	15%
7. Responsible for the calculation, preparation and transmittance of monthly federal and state tax deposits and PERA Contribution Summary Report in an accurate and timely manner; resolve discrepancies as warranted. Stay informed of PERA regulations, current events and proposed new legislation.	M	6%
8. Manage computerized payroll system including data integrity, setting up new deduction and hour codes, reviewing and testing software and upgrades, debugging upgrades, training payroll staff and preparing written documentation.	M	5%
9. Responsible for the processing of quarterly and annual reports, including 941 and W-2's for current and former employees.	Q	10%
10. Perform payroll system maintenance, including annual process rolls of assignments, salary schedules, leave time and insurance rates. Determine payroll timelines.	A	10%



11. Determine eligibility, perform calculations and notify employees regarding Licensed Unused Sick Leave payout program and Licensed Longevity program.	A	10%
12. Set up and maintain all administrative pay assignments.	A	5%
13. Collaborate with independent external auditors on payroll related items as necessary.	A	2%
14. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

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 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 service 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:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Payroll Specialist	1
	Payroll Technician I & II	3
	Department Technician I	1

- 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			
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	