

POSITION DESCRIPTION

TITLE:	Payroll Manager	SUPERVISOR:	Executive Director of Business Services
DEPARTMENT:	Business Department	CLASSIFICATION:	Non-Affiliated

I. Accountability Objectives:

The Payroll Manager, under the direction of the Executive Director of Business Services, directs and supervises preparation, recording and disbursement of all wages, salaries, various payroll transactions, and liabilities, including distribution of all payroll checks. Objectives of the position include but are not limited to: (1) ensure that all payrolls and related reports are completed in timely fashion; (2) maintain official payroll records; (3) ensure the district's payroll activities are compliant with all applicable regulations; (4) ensure compliance and proper administration of the district's employee benefit programs, (5) other varied functions.

II. Position Characteristics:

Salary: Set annually by Board of Education
Length of Contract: 12 Months

III. Position Relationships:

Reports to: Executive Director of Business Services
Coordinates with: Finance, Human Resources and Technology departments
Supervises: Payroll personnel

IV. Position Qualifications:

A. Required Qualifications:

Associates Degree in a related field; minimum of one year experience in supervising an electronic payroll operation; recent successful experience in a responsible office position; recent experience and/or training in word processing, spreadsheets, data base software, and bookkeeping; personal characteristics that reflect excellent record keeping, organizational ability, broad knowledge of administrative functions, and personal relation skills.

B. Desired Qualifications:

Bachelors Degree in a related field.

C. Special Requirements:

Ability to function with independent judgment; ability to exercise judgment and discretion in application and interpretation of departmental policies and regulations; ability to maintain positive effective working and public relationships; ability to maintain confidentiality; ability to maintain accurate and complete records and prepare clear and detailed reports; ability to perform varied tasks at a high rate of speed and accuracy; skills in human relations and organization; high degree of office management skills; knowledge of and ability to communicate to employees information about wages and benefits (medical, dental, life, and disability insurance, flexible spending plan, retirement benefits, annuities); ability to establish a feeling of trust and confidence in employees and knowledge to aid them in employee benefit analysis and problem solving.

V. Position Responsibilities:

- A. Plans operating activities of the payroll department and assists in the formulation of future objectives, including those related to data processing implementation.
- B. Establishes payroll procedures.

POSITION DESCRIPTION

- C. Processes and supervises the posting of data and appropriate journal entries as required for all payrolls.
- D. Implements Board policies and procedures concerning payroll.
- E. Assures compliance with federal and state regulations in payroll-related matters.
- F. Consults with other departments and administration regarding payroll data and procedures.
- G. Supervises and evaluates the payroll clerical staff.
- H. Provides support and training to other payroll staff members.
- I. Assures proper completion of all required forms and payroll-related reports, including federal reports.
- J. Completes/supervises payroll statistical data as required.
- K. Compiles and examines cost information, prepares reports, and makes recommendations to Executive Director of Business Services.
- L. Oversees maintenance of appropriate insurance/self-insurance records.
- M. Supervises processing of retirement paperwork.
- N. Creates, modifies, tests and monitors calculation codes for payroll.
- O. Creates new CDD reports as needed and maintains and/or modifies existing reports.
- P. Understands Human Resources policies and programs as they relate to payroll.
- Q. Assists in the equitable solution of complaints, concerns and problems in the areas of payroll.
- R. Performs other duties as directed by the Executive Director of Business Services.

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

*New: 12/2002
Revised: 07/2008 (Format)
Location: R:\Position Descriptions\Non-Affiliated\Payroll Manager.doc*