



ASSISTANT PAYROLL MANAGER JOB DESCRIPTION

DIVISION: Finance	GRADE: Technical/Other Professional – Group B
DEPARTMENT: Payroll	WORK DAYS: 248
REPORTS TO: Payroll Manager	FLSA STATUS: Exempt
ESSENTIAL PERSONNEL: Yes (see working conditions)	

POSITION SUMMARY

To assist the Payroll Manager with ensuring timely and accurate completion of payroll, and to maintain compliance with Board policies and procedures, as well as, all state, local and federal rules, regulations, and standards.

MINIMUM REQUIREMENTS

- Associate's degree in business/finance from an accredited educational institution with four (4) years of experience in payroll processing or government accounting

CERTIFICATION: Certification from the American Payroll Association (FPC/ CPP) preferred

WORK EXPERIENCE:

- Two (2) years in payroll processing or governmental accounting
- Successful experience with ERP payroll systems
- Successful experience with design and use of automated Spreadsheets

PREFERRED QUALIFICATIONS

- Bachelor's degree in business/finance from an accredited educational institution with two (2) years of experience in payroll processing or governmental accounting
- Knowledge of basic accounting principles
- Knowledge of general office procedures
- Ability to communicate orally and in writing
- Knowledge of basic management skills
- Ability to direct, supervise and develop staff effectively
- A working knowledge of ERP systems
- Ability to develop and write procedural manuals
- Strong analytical ability and attention to detail
- Strong knowledge of Fair Labor Standards Act and IRS regulations

SUPERVISES

Payroll Specialist

ESSENTIAL DUTIES

- Process all payroll deductions/reports that must be accounted for, balanced, and remitted monthly, review and process all bi-weekly payroll to include federal reports, retirement and labor reports, benefit and wage garnishment deduction reports
- Print and verify biweekly payroll checks, transmit ACH direct deposit and Positive Pay check issuance files for disbursement, and assemble biweekly payroll data to include in quarterly and annual reporting processes
- Conduct training with Specialist and monitor their processes, communications and workloads
- Coordinate, direct and supervise work procedures with Payroll Specialists to expedite the production of each payroll run
- Process all wage garnishments, child support withholding orders, and tax levies received for District

employees

- Analyze, troubleshoot, and resolve system issues and pay discrepancies as they occur, and strive to continually improve efficiency of processes
- Develop and present annual payroll workshops to train school personnel in the proper performance of payroll duties
- Member of the Disaster Recovery Team
- Perform other duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Normal office and school environment and /or classroom environment.

This position is listed as “Available” during a declared emergency and may be providing services that exceed their contractual obligations by working on days and at times when other District employees are not required to be on duty.

Physical Demands: Routine physical activity associated with normal office and school environment.

Light Work: Involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently.

Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.

Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.

Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.

Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.