

**TITLE:** Payroll/HR Manager  
**CLASSIFICATION:** District Staff

**QUALIFICATIONS:**

1. High school diploma
2. Experience in school operations
3. Demonstrated experience and knowledge of finance spreadsheet and word processing computer applications

**REPORTS TO:** Superintendent

**JOB GOAL:** The payroll/human resources is responsible for all aspects of processing payroll, payroll timecards, payroll reports, substitute teachers, employee leave accounting, accounts receivable duties and submitting STAR data.

**PERFORMANCE RESPONSIBILITIES:**

1. **Statement of duty/responsibility:** Prepares and sets up the district's master payroll files, schedules and records.
  - a. Tasks involved in fulfilling above duty/responsibility:
    - i. Determines and enters pay changes, pay adjustments, leaves, pay docks, retro pay.
    - ii. Calculates and/or verifies extracurricular and coaching payments and enters data.
    - iii. Verifies, calculates and enters deduction and benefit changes for employees.
    - iv. Sets up pay changes in master files to assure each of the pay periods occur properly.
    - v. Applies contract provisions and collective agreements as it pertains to payroll processing.
2. **Statement of duty/responsibility:** Sorts, reviews and processes all employee timesheets, back up and payroll documentation to properly process payroll each payroll cycle.
  - a. Tasks involved in fulfilling above duty/responsibility:
    - i. Reviews payroll coding to assure proper allocation according to contracts and policies.
    - ii. Makes any needed corrections.
    - iii. Sets up any new employees in the payroll system.
    - iv. Calculates and verifies employee wages.
    - v. Enters all payroll information into the payroll system for the payroll period.
3. **Statement of duty/responsibility:** Generates and runs the payroll for each payroll cycle.
  - a. Tasks involved in fulfilling above duty/responsibility:
    - i. Reviews and checks data entry for unit employees.
    - ii. Reviews payroll proof for errors and makes any corrections.
    - iii. Creates and runs direct deposit notices.
    - iv. Runs system reports to balance each payroll.
4. **Statement of duty/responsibilities:**
  - a. Prepares federal and state tax deposits and submits ACH deposits. Prepares deduction reports and invoices to accompany checks and sends deduction payments.
  - b. Answers employee questions concerning pay checks, benefits, deductions or other payroll related questions and concerns. Assists employees, distributes and/or completes a variety of

- payroll forms including TRA, PERA, employment verification forms, tax sheltered annuity forms, W-4 forms, flexible benefit change forms, unemployment forms or other agency forms.
- c. Maintains all payroll records and files. Prepares quarterly federal and state withholding tax reports, unemployment reports, year end and fiscal year payroll reports including W-2's, annual workers' compensation report, annual TRA report, annual dues report, annual PERA report.
  - d. Maintains payrolls portion of the flexible benefits plan. Sets up payroll deduction coding. Contacts terminating employees for final election claims.
  - e. Performs other comparable duties of a like or similar nature as assigned.
  - f. Manage the Aesop leave system, enter bank time into SMART and upload absences from Aesop into Smart HR.
  - g. Manage substitute teacher payroll system and update substitute teacher/paraprofessionals in Aesop and SMART.
  - h. Disseminate auto deposit notices for new employees or those with written request.
  - i. Works with building Principals to submit STAR data to MDE as required.
  - j. Process all payroll paperwork for new employees and substitutes in SMART, Time Clock Plus, and Aesop. Disseminate IDs and PWs for all systems to them.
  - k. Enter data required for ACA recording
  - l. Assist Business Manager in completing ACA required reporting.
  - m. Employee is responsible to be knowledgeable about all district policy.
  - n. Assist with answering phones, welcoming and assisting visitors, students, salespeople, teachers, and staff.
  - o. Prepare and balance gate cash boxes for events and make deposits after boxes are used.
  - p. Process and prepare bank deposits.
  - q. Assist Athletic Director with paperwork and website calendar
5. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties and office duties as assigned by immediate supervisor and other management as required.