



Longview Independent School District

JOB DESCRIPTION **PAYROLL MANAGER**

JOB TITLE:	Payroll Manager	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Chief Financial Officer	TERMS:	226 Days
DEPARTMENT:	Business Office	PAY GRADE:	Professional 1

PRIMARY PURPOSE:

To coordinate and oversee the preparation of the district's payroll, including related reports and deposits; to ensure accurate and timely preparation of payroll records

QUALIFICATIONS:

Minimum Education/Certification:

Experience in payroll, school district payroll experience preferred
Demonstrated ability to coordinate major activities
Such alternatives to the above qualifications as the Board of Trustees may find appropriate

Special Knowledge and Skills:

- Thorough knowledge of basic accounting procedures
- Ability to maintain accurate and auditable records
- Ability to use a calculator (10-key by touch)
- Ability to use personal computer and software to create spreadsheets, databases, and perform word processing
- Proficiency in typing, keyboarding, and file maintenance
- Ability to work with numbers in an accurate and rapid manner to meet established deadlines
- Ability to communicate effectively

Minimum Experience:

Three years payroll accounting experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Designs and implements procedures and regulations for the monthly payroll process
2. Prepares documents, summaries, and implementation plans and reports as requested



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Is prompt and thorough in completing assignments and attending to details accurately and efficiently
4. Implements the pay cycle schedules, reports, process and problem solving, as needed
5. Oversees the preparation of the monthly and special payrolls and the distribution of the payroll checks and calendars
6. Balances the payroll earnings and deductions; plans related transfers of funds and deposits
7. Ensures that payroll sheets are received and reviewed for all district employees
8. Ensures that payroll reports and forms including those required by Internal Revenue Service, Texas Workforce Commission, Texas Retirement System, Federal Insurance Contributors' Act (FICA), Medicare, Affordable Care Act (ACA) are prepared and submitted in a timely manner
9. Ensures that records are kept on employees such as W-4's, tax shelters and annuities, child support, student loans, bankruptcies, IRS tax levies and direct deposits
10. Process payments to appropriate entities
11. Makes sound recommendations for selection of insurance brokers and carriers
12. Monitor all payroll changes including payroll deductions, salary changes, termination, and new employee information; verify all calculations of the changes and their respective funding codes
13. Maintain the physical and computerized department files, including payroll records and absence reports
14. Participates in professional development programs that lead to improved job performance
15. Performs duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators; maintains confidentiality of information
16. Communicates with members of the Human Resource Department, or campus administrators and employees to ensure accuracy of information reported and to resolve payroll problems and inquiries
17. Annually establishes and meets performance goals



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

18. Performs other tasks and assumes such responsibilities related to the position and as assigned
19. Comply with district policies, as well as state and federal laws and regulations
20. Adhere to the district's safety policies and procedures
21. Maintain confidentiality in the conduct of district business
22. Must be able to perform the essential functions of walking and interacting with students and /or district employees in the specific work site assigned (classroom or office setting)
23. Demonstrate regular and prompt attendance
24. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.



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EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Jan., 2019