

Union Public Schools Job Description

Position Title: Payroll Assistant Manager
Department: Payroll
Reports To: Associate Director of Payroll/Director of Accounting

FLSA Designation: Nonexempt/Exempt

SUMMARY: Provides direct support to the Associate Director of Payroll in daily payroll functions and special projects. Self-motivated and demonstrates departmental leadership. Possesses the ability to make decisions in the absence of the Associate Director of Payroll.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provides departmental leadership in the absence of the Associate Director of Payroll.
- Maintains timely communication with the Associate Director.
- Possess and maintains updated knowledge in payroll law, Oklahoma state law, State Department of Education regulations, and Board policy.
- Observes proper internal control and payroll procedures.
- Potentially supervises the daily activities of one or more payroll staff, providing positive leadership by example.
- Assists the Associate Director of Payroll with processing District payroll functions including, but not limited to: semimonthly payroll processing, salary/benefit calculations and reconciliations, Oklahoma Teacher Retirement System reporting, Flexible Benefit Allowance reporting, other Federal/State reporting requirements, time clock/timesheet functions, employee payroll additions/changes/maintenance, providing for proper internal control procedures.
- Assists in periodic audits to ensure a timely review of all documents.
- Accepts responsibility for assigned payroll functions and completes assignments in a timely manner.
- Prepares, analyzes, reconciles and presents payroll information in a timely manner.
- Analyzes questions/concerns, identifies problems; researches potential solutions and works with vendors/employees to problem-solve payroll issues; follows up on implemented solutions to verify expected results.
- Works on special payroll projects as requested by the Associate Director of Payroll.
- Works with various software applications, implementing, entering and retrieving data as needed.
- Maintains professionalism and works well with other members of the team, district employees and the general public.
- Maintains consistent and punctual attendance.
- Performs other duties as assigned by the Associate Director of Payroll or Director of Accounting.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of one or more full-time employees. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws.

QUALIFICATION REQUIREMENTS: *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, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree in accounting from a four-year college or university; master's degree desirable; three years in an analytical payroll capacity. School payroll and reporting experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Certified Public Accountant desirable.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, Board policy and procedure manuals. Ability to write procedure manuals, routine reports, email and business correspondence. Ability to speak effectively before groups of supervisors, vendors, employees and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to use critical thinking skills and analytical skills to examine problems and research potential solutions.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to analyze a situation and apply problem solving skills. Ability to prepare, analyze and interpret computer-generated reports.

OTHER SKILLS and ABILITIES: Proficiency with microcomputer applications and office supervisory experience preferred. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of school law, all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here 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.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderately quiet.