

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title:	Payroll Supervisor	Wage/hour status:	Exempt/Administrative
Reports to:	Director of Business Services	Admin/Prof Pay Grade:	100 (226 Days)
Dept./School	Business Services	Date Revised:	08/25/2021

Primary Purpose:

Direct and manage payroll activities of the district. Develop and implement payroll procedures to ensure timely processing of payroll and the applicable payment of all benefits and payroll deductions. Ensure compliance with applicable state and federal laws and regulations. Coordinate the employee benefits program for the district. Maintain records and provide assistance to employees to ensure effective use of benefits.

Qualifications:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

Knowledge of local, state, and federal requirements relating to payroll issues and reports
Knowledge of auditing and accounting principles
Effective communication and interpersonal skills
Proficiency skills in keyboarding and file maintenance
Ability to work with numbers in an accurate and rapid manner
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
Knowledge of administration of employee benefits programs
Ability to interpret and disseminate insurance and benefits information to individuals and groups
Effective communication and interpersonal skills
Bilingual, preferred

Experience:

Five years payroll experience at a high level of responsibility

Major Responsibilities and Duties:

Payroll

1. Supervise and control payroll preparation and production, including regular, special, and supplemental payrolls. Ensure adherence to standards and procedures, and take steps to correct problems, delays, and inaccuracies.
2. Ensure accuracy of payroll data input and calculations, balancing each payroll prior to check disbursement.
3. Process payment of all liabilities generated through payroll, including taxes, Teacher Retirement System (TRS) deposits, insurance, etc.

4. Coordinate payroll operations with other accounting and data processing units, confer with other administrative and technical staff regarding changes and new systems, and participate in developing, implementing, and testing procedures.
5. Process and resolve direct deposit and other banking interactions.
6. Calculate employee wages, salaries, hours worked, overtime pay, and determine withholdings, deductions, and net pay.
7. Prepare paychecks and maintain employee payroll history.

Benefits Administration

8. Administer employee benefit programs such as group health insurance, dental, life, and medical reimbursement.
9. Handle employee benefit inquiries and complaints to ensure quick, equitable, and courteous resolution. Act as liaison between employees and insurance carrier's claims office.
10. Process all employee benefit enrollment and change forms within required time limits to meet payroll deadlines.
11. Provide timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability and Accountability Act (HIPAA) including issuing certificates of coverage for all medical plans for all terminated employees and dependents.
12. Resolve administrative problems with insurance carrier representatives.
13. Assist in conducting benefits orientation meetings and enrollment of new employees in benefit plans.
14. Assist with coordination of annual open enrollment process, including making group presentations and preparing, distributing, and receiving materials and forms.

Administration

15. Interface with administrators, principals, directors, and staff regarding payroll-related issues. Assist with the equitable resolution of complaints, concerns, and problems in the area of payroll.
16. Work cooperatively with human resources and business services to process hiring, leave, terminations, and other employment-related issues.
17. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records.

Records, Reports, and Correspondence

18. Prepare and verify the calculation of monthly premium statements for all group insurance policies. Balance and submit billing statements to accounting for payment.
19. Maintain statistical data relative to premiums and cost and assist with the preparation of reports.
20. Maintain all physical and computerized files including payroll records, absent-from-duty reports, service records, and health insurance records and assist with required data entry.

21. Assist with preparation of benefits handbook, including word processing, coordinating printing, and distribution.
22. Maintain and distribute insurance forms and supplies to campuses and other district buildings.

Other

23. Maintain confidentiality of information.
24. Follow district safety protocols and emergency procedures.
25. Perform other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, printer, fax machine, copier, calculator, and shredder.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.