



Job Title: Payroll Services Manager

Department: Payroll
Reports To: Director of Payroll
Grade: BG-08
Number of Days: 12 Months
Security Access: ESC
Current Date: June 19, 2014
Overtime Status: Exempt

Job Objectives: Oversee and maintain all daily operations of the payroll customer service functions including the accounting system, federal tax reporting, benefit liabilities and timekeeping systems of the district.

Minimum Qualifications:

- Bachelor's Degree in accounting or business administration

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Collect and remit all tax liabilities including state and federal, w-2 reporting, and all payroll accounting areas.
- Post and maintain GAAP for payroll expenditures and monitor and correct for any OCAS discrepancies.
- Reconcile and remit all benefits for the district and its employees including retirement, insurance, annuities, flex spending, and any other benefits as required.
- Develop and administer customer service areas of payroll including the timekeeping system.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Excellent customer service skills.
- Strong managerial/leadership abilities.
- Strong written and verbal communication skills.
- Analytical thinking skills.
- Microsoft office software especially Excel.

Supervisory Responsibility:

- Payroll accounting and customer service.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Standard office environment.

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