
Job Title:	Payroll Supervisor	Exemption Status/Test:	Exempt/Executive*
Reports to:	Chief Financial Officer	Date Revised:	5/9/2025
Dept./School:	Business Services	Days:	226

Primary Purpose:

Direct and manage daily payroll activities of the district. Ensure that payroll is delivered in compliance with applicable state and federal laws and regulations and in a timely manner.

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 payroll accounting and auditing 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 software to develop spreadsheets, databases, and do word processing

Ability to supervise personnel

Experience:

5 years payroll experience at a high level of responsibility

3 years payroll supervisory experience preferred

Major Responsibilities and Duties:**Payroll**

1. Direct 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. Develop and implement payroll procedures to ensure timely processing of payroll and the applicable payment of all benefits and payroll deductions.
3. Ensure accuracy of payroll data input and calculations, balancing each payroll prior to check disbursement.
4. Control payment of all liabilities generated through payroll, including taxes, Teacher Retirement System (TRS) deposits, insurance.

5. 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.
6. Process and resolve direct deposit and other banking interactions.

Personnel Management

7. Select, train, evaluate, and supervise payroll staff and make recommendations relative to assignment, retention, discipline and dismissal.

Administration

8. 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.
9. Work cooperatively with human resources and business services to process hiring, leave, terminations, and other employment-related issues.
10. Compile, maintain, and file all reports, records, and other documents required including auditable records.
11. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of payroll specialist.*

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

** To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Reviewed by _____ Date _____