



JOB DESCRIPTION
Assistant Payroll Manager

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The Assistant Payroll Manager under the general supervision of the Executive Director for Business Services and the immediate direction of the Payroll Manager, contributes to the efficient operation and assists with the management of the payroll department to ensure accurate and timely preparation of Payroll records by following prescribed procedures and regulations.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Minimum three years experience in a related field

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Working knowledge of financial applications and accounting
- Strong communication, public relations, and interpersonal skills
- Ability to interpret policy, procedures, and data
- Proficiency in use of 10 Key calculator and office machines
- Proficiency in typing, keyboarding, and fine maintenance
- Ability to work with numbers in an accurate and rapid manner
- Ability to meet established deadlines

DUTIES AND RESPONSIBILITIES:

1. Maintains employee payroll information confidentiality.
2. Receives and distributes in-coming mail (time sheets, absence from duty reports, bank and credit union information.)
3. Assists in the verification of payroll data on employee work agreements as needed. Ability to meet constant deadlines.
4. Enters payroll deductions requested by District employees into the on-line payroll files. (Enters bank deductions, cafeteria, bank drafts, entries on child support, tax levies, bankruptcies, W-4's).
5. Post leave taken on employee record, code, and set up to pay substitutes and post leave in computer.
6. Prepares the bi-weekly and monthly payrolls as needed. Prepares calendar for office use with the pay periods and holidays.
7. Prepare payroll schedule for all district departments and campuses.
8. Prepares transmittal sheets and enters substitute data for online payroll files. Print checks and run reports. Folds and makes ready all payroll checks to be signed; distributed to the individual campuses.
9. Is responsible for maintenance of payroll files. Handles adjustments on individual files. Balances leave for each person at the end of the monthly pay periods and enters data into payroll files.
10. Types payroll documents as needed.
11. Mails checks to those employees not working during summer months.
12. Receives telephone inquiries on employment (present and past) plus deduction salary formation. Answer questions for employees regarding pay and leave.
13. Process void and manual checks as needed.
14. 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 required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbal and written), concentrate, reason, understand instructions, analyze, differentiate, memorize, read, compile, interpret, compute, instruct, maintain emotional control under stress, and works with frequent interruptions to meet established deadlines.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, balance, stoop, kneel, pull, push, reach, repetitive hand motions, hear, speak, visual acuity, distinguish colors, prolonged or irregular hours during peak times, works with frequent interruptions.

SUPERVISORY RESPONSIBILITIES:

Supervises payroll clerks in the absence of the payroll manager

EQUIPMENT USED:

Basic office equipment including shredder, 10 key calculator, paycheck printer/paycheck folder

Paraprofessional Pay Grade: 8

Days: 226

Wage/Hour Status: Nonexempt

Updated: July 24, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.