



PAYROLL SUPERVISOR

JOB DESCRIPTION

The Payroll Supervisor, under the supervision of the Chief Financial Officer, directs and manages all operations of the payroll department to ensure the timely processing of every payroll. Is also responsible for developing, refining and maintaining payroll policies that comply with state and federal law and District policy and procedures.

QUALIFICATIONS

- TASBO certification and/or American Payroll Association (APA) designation preferred
- Three to five years payroll department and/or payroll supervisory experience, preferably in a public school environment

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of TEA accountability system
- Knowledge of TRS rules and regulations
- Knowledge of state and federal payroll, withholding rules, and regulations
- Knowledge of FLSA payroll rules
- Knowledge of Excel and Microsoft Word
- Ability to interpret District policies and procedures
- Ability to assess and incorporate new technologies
- Skill in effectively communicating, both verbally and in writing
- Skill in applying the complexity of the payroll rules and regulations

DUTIES AND RESPONSIBILITIES

1. Oversee the process of all payrolls and benefits to comply with audit standards, federal, and state requirements.
2. Prepare, balance, and input computer information for all payrolls
3. Prepare all tax forms relating to payroll matters
4. Responsible for all payroll filings and record keeping
5. Maintains accurate records of salary, budget codes, and payroll deductions
6. Verify employees leave and absences to maintain accurate employee records
7. Coordinates the posting of payroll information to District and/or department web site
8. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate (verbal and written), concentrate, interpret policies and procedures, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (under 15 pounds), sit, stand, walk, reach, perform repetitive hand motions, hear, speak, maintain visual acuity, occasionally travel out of town and in District. This position may have irregular or prolonged hours.

PAY SCALE: PO4

NUMBER OF DAYS: 226

**Payroll Supervisor
Page Two**

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.

*Revised
7/07/2008*