

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: DIRECTOR - SENIOR PAYROLL**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs supervisory and complex accounting and fiscal-control work in overseeing administration and processing of the school system's payroll. Work involves overseeing and participating in administration and preparation of employee payroll records, and related payments and withholdings. Employee is responsible for ensuring preparation and submission of computerized records, reports and forms; coordinating record and check production; overseeing preparation and filing reports as required by state and federal tax authorities; and for preparing various reports associated with payroll expenditures. Work also involves supervising activities of subordinate Assistant Payroll Director and Program Administrators, and answering inquiries pertaining to payroll operations. Reports to the Chief Finance Officer.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Assigns, directs and supervises activities of subordinate Payroll Manager and Program Administrators, ensuring adherence to established laws, regulations, policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise; conducts other personnel administration duties including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.

Administers or makes recommendations for routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by schools' management.

Coordinates payroll record and check production with information technology division personnel to ensure proper and timely production and distribution of checks and records; advises information technology personnel of amendments to payroll records, procedures, schedules, etc., and ensures adjustments to computer files and/or programs.

Assists and advises school system personnel on matters pertaining to payroll, and resolves discrepancies in payroll administration, records, checks, etc., as necessary; attends school staff meetings and other functions, as necessary, to respond to inquiries pertaining to payroll operations; completes surveys and reports pertaining to payroll and payroll-related operations.

## **DIRECTOR - SENIOR PAYROLL**

Maintains payroll records, entering data into computer files and updating as necessary, including verifying changes in salaries as reported on payroll action forms; records such data as salary tables, salary account codes, absence codes, voluntary deduction definitions, tax parameters, etc.

Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security payments.

Responsible for remitting all payroll tax withholding and employer matching in compliance with appropriate local, state and federal laws. Significant fees are assessed if this reporting is not done accurately and timely.

Prepares and submits all required reporting for forms W-2, 1042S, 941, 941-X, NC 5Q, NC 3 and any other state and federal reporting. Significant fees are assessed if this reporting is not done accurately and timely.

Manages the diverse audits such as internal and employment tax audits, external audits, pension audits and also guarantees compliance with organizational procedures.

Identifies efficiencies that can be realized by automating payroll processes and follows through on implementation. Works to improve payroll software and rectify any payroll issues.

Oversees the international tax program to ensure compliance with all regulatory agencies regarding international employment.

Monitors state salary audit exceptions to determine necessary action. Ensures corrections are processed appropriately for exceptions created due to errors made in processing payroll as well as errors created in other areas, including salaries assignments, licensure, etc. Communicates to staff in payroll as well as other departments on reasons exceptions are created and steps required to prevent exceptions.

Maintains and submits payroll and check production files, including work sheets, calculations, verification reports, checks, check registers, and employee earnings files; merges payroll files with financial software for preparation of payroll payments.

Reconciles and remits month-end ORBIT reports and maintains retirement system data files. Significant fees are assessed if this reporting is not done accurately and timely. Responsible for ensuring errors and discrepancies reported by the NC Teacher and State Employees' Retirement System are corrected in a timely manner.

Prepares computer detail records as required by State Board of Education; prepares and submits quarterly reports, and maintains computer detail files as required by state Employment Security System.

## **DIRECTOR - SENIOR PAYROLL**

Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.

Maintains employee confidence and protects payroll operations by keeping information confidential.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Completes operational requirements by scheduling and assigning employees; following up on work results.

Participates in configuration of an integrated payroll/human resource system, has understanding of software capabilities and how that impacts routine processing as well as extraordinary items that need to be processed. Takes a lead role in implementing changes to systems utilized in payroll.

Confers with vendor about problems, operational errors or necessary enhancements to payroll program computer software.

### **ADDITIONAL JOB FUNCTIONS**

Prepares various hourly and salaried payrolls, receiving payroll "turnaround" work sheets, and verifying and entering data into proper computer files; maintains payroll records to reflect newly hired or terminated personnel, and/or miscellaneous deductions or direct deposit requests.

Verifies employee salaries on employment withdrawal forms of employees terminating state employment, calculates and provides employee salary projections for retiring employees, and submits to NC Teacher and State Employees' Retirement System.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in accounting or financial management, and 6 to 9 years of experience in technical accounting, payroll or financial management work; or any equivalent combination of training and experience which provides the required combination of knowledge, skills and abilities.

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### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read invoices, payroll records, accounting journals, tax forms and reports, statistical and narrative reports, etc. Requires the ability to prepare reports, correspondence, checks, invoices, forms, tax reports, narrative and statistical reports, etc., using proper format.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and government accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to utilize percentages and decimals; and to apply the theories of statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape. **Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

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**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. **Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of federal, State and local laws governing payroll administration.

Considerable knowledge of accounting and office practices, methods and procedures used by the School System.

Considerable knowledge of payroll processing.

Considerable knowledge of accepted principles and practices of bookkeeping.

Considerable knowledge of reports required by state and federal tax authorities.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of the check production process.

Skill in preparing and maintaining payroll records, deductions and withholding reports through data processing means.

Ability to use a variety of common office machines, including a computer terminal, calculator and facsimile machine.

Ability to verify documents and forms for accuracy and completeness.

Ability to prepare standard payroll reports from the books and records.

Ability to maintain hardcopy and computer files.

Ability to communicate effectively orally and in writing.

Ability to explain payroll and related personnel matters to school system employees.

Ability to exercise independent judgment, discretion and confidentiality in handling confidential personnel records.

## **DIRECTOR - SENIOR PAYROLL**

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.