

ISD #15

CLASSIFICATION DESCRIPTION

SECTION I: GENERAL INFORMATION

Classification Title: Payroll Supervisor	Department: Business Services	Unit: Unaffiliated
Immediate Supervisor: Director of Business Services	Grade Placement:	FLSA Status: Non-Exempt

Job Summary:

Under the direction of the Director of Business Services, the Payroll Supervisor is responsible for processing and implementing district operations associated with the generation of the district's payroll. Duties of the job include the updating of payroll records, payroll liabilities, and changes in exemptions, deductions status and pay in accordance with contract language, and preparing payroll related state and federal reports and/or statements.

Essential duties outlined below are intended as "representative" examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Updates pay records by reviewing and entering payroll changes in exemptions, deductions, status and pay.
2. Determines payroll liabilities by entering federal and state income and social security tax information, 403b transfer and direct deposits, wage assignments and garnishments.
3. Generates employee payroll and checks by verifying contract language.
4. Fulfills wage garnishment requirements by completing necessary forms, adjusting payroll records, documenting and transmitting withholdings and negotiating with collection agencies.
5. Remits tax payments by collecting and verifying data, preparing federal and state reports and W-2 statements.
6. Processes all paid and unpaid absences. Adjusts pay accordingly for long term leaves of absences.
7. Performs other duties of a comparable level or type, as required.
 - Keeps abreast of changing developments, rules changes and schedules pertaining to duties.
 - Participates in staff development and professional development activities.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<p>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</p>			
<p>REQUIRED EDUCATION/TRAINING (choose one)</p>		<p>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</p>	
	<p>less than high school diploma</p>		<p>Associate's Degree</p>
	<p>High school diploma or GED.</p>		<p>Major field of study or degree emphasis: Accounting, Finance or closely related field</p>
	<p>1 year college</p>	<p>x 2 years college</p>	
	<p>3 years college</p>	<p>4 years college</p>	
	<p>1st year graduate level</p>		<p>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</p> <ul style="list-style-type: none"> Accounting functions and district operations as it pertains to payroll processing. Laws, rules, regulations and reporting requirements pertaining to payroll processing, payroll tax, deductions, retiree and payroll reporting. Bargaining agreement terms and conditions dealing with salaries, pay rates, and benefits related to payroll processing. General office and general administrative procedures and operational requirements. Office equipment and typical productivity software, databases or customized systems/applications and processes used within the district for processing payrolls. Record retention, record/file/database maintenance requirements. Data privacy requirements.
	<p>2nd year graduate level</p>		
<p>Required Work Experience in Addition to Formal Education/Training: At least 3 year of prior work payroll processing and/or accounting experience.</p>			
<p>LICENSE/ CERTIFICATION</p>		<p>Identify licenses/certification required: Valid MN driver's license.</p>	
<p>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</p>		<p>Skilled in:</p> <ul style="list-style-type: none"> Applying and explaining written language in collective bargaining contracts pertaining to pay and pay provisions. Organizing, storing and retrieving data from multiple files and sources. Applying, learning and using computer applications and specialized applications in the generation and processing of payroll/finance related reports. Following and applying complex instructions. Strong basic math skills. Performing job functions requiring attention to detail, precision, and accuracy within established deadlines. Implementing accounting payroll routines and procedures necessary to administer payroll processing functions and activities. 	

- Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, and the public.
- Ability to perform essential functions independently with minimal direction and oversight.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs	X			
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.

SECTION IV: DISTRICT MISSION AND CORE VALUES

OUR MISSION	<i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i>
CORE VALUES	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
MISSION OUTCOMES	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.

STRATEGIES	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
STRATEGIC DELIMITERS	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature **Date**

Classification History:
Created classification description 6/2016 BCC