



Job Title: **Administrator of Payroll**

Department: **Accounting, Auditing and Budget**

Supervisor: **Director of Accounting, Budget, and Auditing**

Lane Placement: **Administrative Lane 5**

Schedule: **8 hrs / 242 day** Evaluation Group: **JCES1**

FLSA Classification: **Exempt**

## **JOB DESCRIPTION**

Under the supervision of the Director of Accounting, Budgeting, and Auditing, the Administrator of Payroll supports the Director of Accounting, Budgeting and Auditing in directing the operations of the budgeting and accounting department.

## **ESSENTIAL FUNCTIONS**

- Oversee monthly payroll process for approximately 3,500 employees ensure all information has been captured from contract and hourly employees before executing payroll. Will be expected to handle all employee payroll related questions and concerns.
- File timely 940 and 941 payroll reports and other reports as required.
- Submit report and payments to the Utah State Retirement System (URS) for both contributory and noncontributory plans. Also submit payment to the URS for defined contribution 401(k) retirement benefit and deferred compensation 457 plans.
- Handle all other payroll duties, including preparing and distributing W-2's.
- Assist in preparation of the annual operating budget to present to the Board of Education.
- Assist in preparing the Comprehensive Annual Financial Report
- Must have experience with bank reconciliations, general ledger functions and financial reporting. Will help assist with the preparation of schedules for the annual audit.
- Supervise department when Director is out of office.
- Complete other duties as assigned.
- Predictable and reliable attendance.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Bachelor’s and Master’s degrees are required in Accounting, Finance, Business or related field. CPA preferred. Will allow exemption if currently working towards a Master’s degree.
- Five years’ experience required in payroll and/or accounting function. Preference given for experience with a school district.
- Able to analyze and resolve problems also strong attention to detail.
- Knowledge of federal and state legal mandates, policies and regulations regarding payroll and insurance.
- Must have previous supervisory experience.
- Interpersonal skills using tact, patience, and courtesy.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS---Not limited to the following:**

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
  - Requires the ability to lift a minimum of ten (10) pounds.
  - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
 It is the employee’s responsibility to review and adhere to all district policies and procedures.  
 This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 11/01/2019