

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Payroll Lead (T04)	Job Family: 10
Department: Payroll Department	Lane Placement: 11
Supervisor's Title: Director of Payroll	Contract: 245 Days
FLSA Classification: Non-exempt	Hours per day: 8 Hours
Department Approval: <u><i>[Signature]</i></u>	Date: <u>5/20/13</u>
ADA Review: <u><i>Janelle Master</i></u>	Date: <u>5-20-13</u>
Human Resources Approval: <u><i>[Signature]</i></u>	Date: <u>5-20-13</u>
Superintendent Approval: <u><i>[Signature]</i></u>	Date: <u>5-20-13</u>
Original date: <u>01/06</u> Revised: <u>05/13</u> Revised: _____	Revised: _____

GENERAL FUNCTION

Under the supervision of the Director of Payroll, the **Payroll Lead** will provide training and mentoring to the payroll clerks. Incumbent will audit payroll procedures to ensure accuracy and timeliness. Incumbent will also provide input and feedback to the Director of Payroll related to the supervision of payroll clerks. Incumbent will coordinate the day-to-day computer entry and processing of payroll. Incumbent will act as the lead within Payroll when the Director is unavailable.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Responsible to train and mentor payroll clerks.
- Evaluate employee performance. Authorized evaluator under Jordan Classified Evaluation System. Provide input into training, hiring and promotion decisions.
- In the absence of the director, make general decisions for department.
- Provide assistance to director in weekly preparation and payment of payroll taxes.
- Perform all aspects of work within the payroll department. Update payroll procedure manual on processes and procedures.
- Coordinate the day-to-day preparation of the payroll cycle.
- Reconcile and audit monthly payroll cycles.
- Resolve accounting problems arising in the Payroll Department.
- Work closely with multiple District departments to ensure payroll is processed accurately and timely.
- Provide significant input into decision making regarding payroll procedures.
- Act as a resource for other personnel in the District about procedural questions regarding payroll financial records.
- Follow through on data processing procedures. Import changes from Human Resources into the payroll system. Run single check run weekly or as needed. Put all voids and move money in the payroll system.
- Maintain the Payroll website.
- Assist district employees in resolving payroll and benefits questions and concerns.
- This position requires punctual and regular daily 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 incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

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 machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires an Associate's Degree in accounting, business, or equivalent training PLUS a minimum of five years previous related work experience with demonstrated competency in a variety of accounting functions and data processing concepts or an equivalent combination of education and experience.
- Supervisory experience preferred.
- Experience using the current District payroll system preferred.
- Must demonstrate basic competence in reading and writing.
- Requires strong understanding of Federal, State and Local tax laws.
- Requires excellent skills in use of business-oriented mathematics.
- Requires excellent computer skills.
- Requires ability to communicate clearly and precisely in a variety of significant situations (e.g. training, explaining, giving directions, and answering questions).
- Requires ability to supervise, organize and coordinate payroll staff.
- Requires accuracy and attention to detail.
- Requires without exception the ability to meet deadlines and work well under pressure.
- Requires excellent interpersonal skills.

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.

Machines, Tools & Equipment Used:

- Simple to complex finance-related business equipment. Copier, Computer, ten-key, etc.

Physical Requirements – Not limited to the following:

- While performing the duties of the job, the employee is regularly required to sit, stand, walk, talk and hear. The employee frequently is required to use hands to finger, handle, feel and reach with hands and arms.
- May be required to lift up to 20 pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, 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.