

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
 October 2023

SECTION I: GENERAL INFORMATION

Position Title: Payroll Lead	Department: Finance
Immediate Supervisor's Position Title: Director of Finance	FLSA Status: Exempt
Band/Grade/Subgrade: C – 5 - 1	Bargaining Unit: Confidential Employees
Job Summary: Under general direction from the Director of Finance, the Payroll Lead is responsible for the coordination and monitoring of all tasks related to the district's semi-monthly payroll functions, including relationships with employees, supervisors, administrators, office staff, external auditors and state and federal agencies. Provides negotiations data when required.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Responsible for preparing and processing semi-monthly payroll for the district as well as supplemental payrolls when necessary
Percent of Time:	70%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Prepare, maintain and control master payroll schedule as related to payroll processing in the district's finance system. • Collaborate with the Human Resources department to ensure coordination and calculation of all staff payroll transactions including but not limited to hire, change of status, termination, leave of absences, benefits/deductions, time off, and docks • Calculates and enters pay changes, pay adjustments, leaves, pay docks. • In partnership with Human Resources, apply terms of contract settlements and calculate retroactive payroll accordingly. • Reviews, verifies and extracts electronic timecard information. • Reviews, verifies and extracts substitute payroll via electronic system. • Calculates and/or verifies extracurricular and coaching payments and enters data. • Verifies, calculates and enters deduction and benefit changes for employees. • Sets up pay changes in master files to assure each of the 24 pay periods occur properly. • Applies contract provisions and collective agreements as it pertains to payroll processing. • Reviews payroll coding to assure proper allocation according to contracts and policies. • Makes any needed corrections. • Sets up direct deposit and employee withholdings in the district's finance system. • Calculates and verifies employee wages. • Enters all payroll information into the payroll system for the payroll period. 		

- Reviews and checks data entry for unit employees.
- Reviews payroll proof for errors and makes any corrections.
- Creates and runs direct deposit notices and paychecks.
- Runs system reports to balance each payroll.
- Maintain detailed records on each payroll deduction lawfully made and provide remit documentation to accounts payable according to legal payment deadlines.
- Provide recommendations to the Director of Finance regarding unusual and complex payroll matters.

Duty/Responsibility No:	2	Statement of duty/responsibility: Coordinates all statutory and contractual benefit deductions. Communication with staff and outside agencies regarding payroll questions and matters.
Percent of Time:	15%	

Tasks involved in fulfilling above duty/responsibility:

- Communicates all payroll recalculations with affected employees.
- Answer employee questions regarding paychecks, deductions or benefits.
- Responsible for administering a variety of payroll forms to ensure proper information is obtained and documented.
- Responsible for knowing TRA and PERA qualifications and accurately setting up these deductions.
- Responsible for processing employment verification forms, or other agency forms.
- Responsible for verifying and processing other benefit change forms.
- Responsible for legally required child support calculation, deduction and communication with legal authority.
- Handle escalation of complex payroll matters, providing a recommendation to the Director of Finance when needed.

Duty/Responsibility No:	3	Statement of duty/responsibility: Responsible for monitoring compliance with federal and state laws, including mandated reporting of deductions and benefits as required by statutes or contracts.
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Responsible for federal and state tax deposits.
- Responsible for sending direct deposit file to financial institution.
- Responsible for preparing deduction reports and documents to accounts payable.
- Responsible for maintaining access to federal and state benefit reporting websites.
- Responsible for quarterly federal and state withholding tax reports, unemployment processing.
- Responsible for calendar and fiscal year end duties including W-2 reconciliation, submission and processing.
- Responsible for TRA and PERA regular reporting and intermittent requests for additional documentation.

Duty/Responsibility No:	4	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Provides negotiations data as requested by the Director of Finance
- Provides information to the Director of Finance as needed to determine feasibility of payroll related negotiations requests.
- Provide information requested by independent auditors annually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Two-year degree in accounting, finance of business-related field.	
High school diploma or GED.		Major field of study or degree emphasis:	
1 year college	X	2 years college	
3 years college		4 years college	
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
2nd year graduate level		<ul style="list-style-type: none"> •Proficiency in district operations as it pertains to payroll processing. •Laws, rules, regulations and requirements pertaining to payroll processing and payroll reporting. •Knowledge of bargaining agreement terms and conditions dealing with salary setting, pay rates and benefits. •Fundamentals of general office and general administrative procedures and operational requirements. •Ability to use PC and widely used software packages, e.g. Smart HR, electronic time tracking software, Microsoft Office and Gmail. •Extensive knowledge of record retention, record/file/database maintenance requirements. •Extensive knowledge of data privacy requirements, provisions as it impacts the processing of payroll. 	
Doctorate level			
Required Work Experience in Addition to Formal Education/Training: At least 2 years of payroll experience.			
Required Supervisory Experience:			
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:		

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Oral and written communication skills. • Highly detail oriented with significant knowledge of employee contracts, payroll administration, including state and federal regulations. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, and insurance carrier representatives. • Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with employees, agencies, the public and department staff concerning addressing payroll issues, provisions or problems. • Reviewing, proofing, auditing and correcting coding and data entry, payroll records and
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	<p>payrolls.</p> <ul style="list-style-type: none"> • Setting up, controlling and maintaining master payroll files and employee records necessary to generate payroll properly. • Preparing, verifying, compiling and generating a variety of payroll reports, forms and information required by state or federal agencies. • Applying and following district payroll and recording keeping operations in the maintenance of and processing of district payroll. • Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals. • Using and operating computers and applying office productivity software such as word processing, spreadsheet, database or customized software utilized by the department. • Performing work assignments requiring attention to detail, precision and accuracy and in accordance with set deadlines. • Performing assigned functions with minimal direction in accordance with established and set departmental operations.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
TOTAL		

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total:
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		

Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

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

Light Work: Exerting 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, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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

Signature – Department Head

Date

Signature – Human Resources

Date

**Classification History:
Created in October 2023**