

Anoka-Hennepin Independent School District #11
Job Description

Title: Payroll Manager
Department: Payroll
Reports to: Director of Finance
Prepared Date: February 2011

SUMMARY OF RESPONSIBILITIES

Supervises and coordinates activities of workers engaged in recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payroll by performing the following duties.

DUTIES AND RESPONSIBILITIES

- Prepares, maintains, and controls master payroll schedule as related to payroll processing in TIES system.
- Maintains required detailed payroll records of each employee of the District making pay changes as directed by Employee Services.
- Ensures that the proper payroll check is issued to each employee on schedule, and maintains control over manually prepared payroll checks and unused and voided payroll checks.
- Maintains detailed records on each payroll deduction lawfully made and remits the deduction monies to the proper authority on a timely basis.
- Maintains payroll records and prepares state and federally mandated reports.
- Prepares and furnishes payroll and expenditure data to Accounting Manager for entry into finance system; receives and processes coding changes from head of departments and buildings; enters information into finance system.
- Develops and maintains necessary records for accurate and functional operation of department.
- Supervises reconciliation and balancing of payroll totals with maintenance done through TIES.
- Supervises maintenance of sick leave for the District and vacation time for secretarial, confidential employees and technical specialists.
- Supervises microfilming of payroll records for permanent storage.
- Advises administrators and clerical staff regarding payroll problems.
- Assumes general administrative responsibility for all personnel, data management services, and programs in Payroll.
- Prepares and monitors program budgets for the allocation of resources.
- Monitors compliance with federal and state laws.
- Supervises preparation and submission of all federal, state and District reports.
- Performs such other tasks and assumes such other responsibilities as the Director of Finance may assign.

SUPERVISORY RESPONSIBILITIES

Manages clerical employees in Payroll and Payroll Data Specialist. Responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in Accounting, Finance or Business Administration, and six months to one year related experience and/or training; or equivalent combination of education and experience.