

Anoka-Hennepin Independent School District #11
Job Description

Title: Payroll Manager
Department: Payroll
Reports to: Director of Finance
Prepared Date: April 2021

SUMMARY OF RESPONSIBILITIES

Under general direction from the Director of Finance, the Payroll Manager is responsible for the coordination and monitoring of all tasks related to the payroll department functions, including relationships with external auditors and state and federal agencies. Support payroll staff administrators and oversee support of office professionals to ensure accurate, timely, and efficient administration of the payroll system, processes, and compensation.

DUTIES AND RESPONSIBILITIES

- Prepare, maintain, and control master payroll schedule as related to payroll processing in HRIS system.
- Collaborate with Employee Services and Labor Relations & Benefits to ensure coordination of all staff payroll transactions including but not limited to hire, change of status, termination, benefits/deductions, time off, and docks.
- Oversee employee self-service application, including time off and time tracking modules
- Maintain detailed records on each payroll deduction lawfully made and remits the deduction monies to the proper authority on a timely basis.
- Balance and furnish payroll invoices to the Accounting Manager for payment.
- Supervise reconciliation and balancing of payroll accounting transactions within the finance system.
- Supervise archiving of payroll records for permanent storage.
- Advise administrators and clerical staff regarding payroll issues. Handles escalation of complex payroll matters.
- Assume general administrative responsibility for all payroll personnel, data management services, and programs within Payroll.
- Monitor compliance with federal and state laws.
- Supervise preparation and submission of all federal and state payroll mandated reporting.
- Maintain current knowledge of all collective bargaining agreements and individual employment contracts as they apply to payroll and benefits. In partnership with Employee Services and Labor Relations & Benefits applies terms of contract settlements and calculates retroactive payroll accordingly.
- Receive and process payroll account distribution changes from head of departments and buildings.
- Perform other tasks and assumes other responsibilities as the Director of Finance may assign.

SUPERVISORY RESPONSIBILITIES

Manage Payroll Data Specialist and Payroll Accountant who is responsible for management of payroll clerical staff. Responsible for the overall direction, coordination, and evaluation of this

unit. Carry 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.

PREFERRED QUALIFICATIONS

Payroll experience in school district setting preferred. Working knowledge of SKYWARD preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) preferred.

KNOWLEDGE, SKILLS & ABILITIES

Highly detail orientated with significant knowledge of payroll administration, including state and federal regulations.

Excellent verbal and written communication skills.

Highly proficient with numbers and accounting spreadsheets.

Highly proficient with payroll, with preference of experience with Skyward payroll software.

Excellent organizational skills and interpersonal skills, including ability to resolve disputes and observe confidentiality.

Ability to use PC and widely used software packages, e.g., spreadsheets (Excel), databases (Access), word processing (MS Word), and Gmail.

Ability to learn new software packages as necessary.

Ability to meet deadlines; accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions.

Ability to learn new duties and adjust to new situations within a reasonable amount of time.

Ability to negotiate conflict and maintain constructive working relationship with people at all levels of an organization – both internal and external to Anoka-Hennepin.

Ability to work effectively with individuals in a variety of settings, including program staff and business office staff.

Experience supervising staff.

Ability to maintain regular attendance, which includes completing an assigned day.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office. The noise level in the work environment is usually quiet.