**Shawnee Mission USD 512 - Payroll Manager**

<https://www.smsd.org/human-resources/job-opportunities>

Shawnee Mission School District is accepting applications from qualified candidates for the position of Payroll Manager. The salary range for this position is $65,921 to $88,585. Job description is below.

Applications will be accepted until a successful candidate is found. Applications must be received online from our district website.

Link to application: <https://www.applitrack.com/smsd/OnlineApp/default.aspx?Category=Administration>

Contact CFO Russell Knapp if you have any questions about this position. [RussellKnapp@smsd.org](mailto:RussellKnapp@smsd.org) 913-993-6478.

**CLASSIFIED EMPLOYEES**

**SHAWNEE MISSION PUBLIC SCHOOLS**

**POSITION DESCRIPTION**

**POSITION TITLE:** Payroll Manager

**DIVISION:** District Operations **DEPARTMENT:** Business Services

**DAYS SCHEDULED:** 12 Months

**SALARY SCHEDULE:** Management/Professional Exempt, Grade 6

**REPORTS TO:** Chief Financial Officer

**I. GENERAL DESCRIPTION**

Responsible for payment of all wages earned by employees, certified and classified, processing and distribution of payroll checks and W2's. Provides leadership in planning, organizing and coordinating the payroll department; supervises the payroll staff. Prepares all monthly, quarterly and annual reports for Federal and State Income Tax, Social Security, Medicare, Unemployment, KPERS and Workers' Compensation.

**II. EXAMPLES OF DUTIES AND RESPONSIBILITIES**

A. Interpreting the functions and needs of the Payroll Department.

B. Hiring and evaluation of the payroll staff; providing all-round experience through job rotation; deals with personnel problems within the department.

C. Works closely with supervisors and staff members in other departments by serving as a consultant whenever needed, providing statistics, records, reports and research when requested by authorized personnel.

D. Participates in evaluating and making recommendations for improvement in the department, i.e., equipment, materials, programs, reports or updating of procedures.

E. Coordinates the workflow of the payroll between Human Resources, Benefits, ICT, and Finance Departments.

F. Issues all special payments.

G. Provide information to auditors and supervisors as requested.

H. Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments.

I. Balances the payroll accounts by resolving payroll discrepancies.

J. Complies with federal, state, and district employment agreements and advises management on needed actions.

K. Performs any other related work as required. Duties are at all times subject to review, delegation, or reassignment.

**III TRAINING, SKILLS, AND EXPERIENCE DESIRED:**

Three to five years progressively responsible experience in payroll processing and supervision.

Knowledge and ability to utilize appropriate software. Proficient knowledge of Excel and BusinessPlus desirable.

C. Ability to deal calmly and pleasantly with employees, administrators, staff members, auditors, general public, both in person and by telephone.

D. Able to cope with deadlines and pressure; must be able to make decisions independently as needed.

E. Working knowledge of payroll and information processing mechanics, accounting procedures, math aptitude.

F. Ability to meet frequent repetitive deadlines and work effectively in demanding situations requiring creative problem solving.

G. Ability to keep all payroll information confidential.

H. Must be able to operate payroll office equipment including calculators, printers, copiers, computers and telephone equipment.

I. Must be able to work effectively with others and effectively supervise an office environment.