

Job Title: Payroll Manager, Wichita USD 259

Position Function:

- To ensure that employees are paid in a timely and accurate manner
- Ensures legal compliance
- Encourages collaborative decision making, open and frequent communication and mutual respect of individuals
- Empowers, involves, and recognizes the worth of all employees
- Respects and encourages customer feedback
- Utilizes data-driven decision making
- Researches, communicates, and implements new technologies
- Promotes accuracy, efficiency and effectiveness in the Payroll Department
- Promotes open and honest communication with management, technical, and functional areas
- Establishes and enforces payroll policies and procedures
- Assesses training needs, and develops training plans to address needs
- Assists in the development of project plans and ensures that goals and objectives of projects are accomplished within the prescribed time frame

Essential Performance Responsibilities:

- **PAYROLL ACCURACY** – Oversee the activities of payroll to ensure that all employees are paid accurately and on time. Implement controls to ensure that all data entry errors are detected and corrected prior to payments being made. Implement controls to ensure that wages, taxes, and deductions are accurately calculated and timely remitted. Promote accuracy, efficiency, and effectiveness in the Payroll Department
- **LEGAL REQUIREMENTS** – Establish and enforce payroll procedures to ensure payroll processes are in compliance with district, state, and federal policies, laws, and regulations.
- **PAYROLL MORALE** – Meet at least bi-weekly with payroll staff to communicate, train, and answer questions of payroll staff on payroll issues. Encourage collaborative decision making, open and frequent communication and mutual respect of individuals to utilize talents of payroll staff and to improve staff morale to minimize staff turnover and reduce errors. Empower, involved, and recognize the worth of all staff
- **PAYROLL TRAINING** – Assess payroll employee training needs. Determine available training programs for employees such as individualized training, training handbooks, computer tutorials, reference books, demonstration models, multimedia visual aids, group instruction, lectures, demonstrations, conferences, meetings, and workshops. Confer with management to set up training sessions. Develop and update annually payroll user handbooks
- **CUSTOMER SERVICE** – Train and monitor payroll staff on providing superior customer service. Respect and encourage customer feedback
- **KNOWLEDGE** – Research, communicate, and implement new technologies. Read periodicals, and attend training to keep abreast of tax and system requirements and changes.
- **PROJECTS PLANS** – Oversee the activities of payroll projects designated by the management team to ensure that goals and objectives of projects are accomplished within the prescribed time frame. Review and assist, as needed, in the development of PeopleSoft project plans. Provide feedback to the MIS Project Manager and management team regarding the time frame, procedures for accomplishing payroll projects, and staffing requirements. Assist project teams in resolving problems. Assist project leads to ensure that PeopleSoft projects progress on schedule. Communicate progress on payroll projects to the management team
- **PAYROLL PROCESSING COORDINATOR** – Develop, communicate, and coordinate the schedule for system processing and maintenance with MIS PeopleSoft manager, administrative team, data base administrator, and programmers. Review monthly calendars from Human Resources, Finance, Budgeting, and MIS departments for possible conflicts in processing requirements. Coordinate with the PeopleSoft project manager to timely implement all tax updates
- **FUNCTIONAL SYSTEM PROBLEMS/ERRORS** – Report payroll problems/errors to the MIS PeopleSoft project manager. Work with the MIS People/Soft project manager and with individual departments to determine the best course of action to take in resolving system problems/errors. Work with MIS PeopleSoft project manager to report and receive a case number from PeopleSoft on problems/error that cannot be resolved through in-house knowledge. Communicate temporary and permanent courses of action to be taken to the MIS PeopleSoft project manager and management team

- BUDGET DEVELOPMENT – Coordinate with MIS and functional areas to estimate annual expenditure requirements for the PeopleSoft system

Additional Duties: Additional duties as assigned.

Equipment: This position may require the ability to use SMART boards and iPads in addition to basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with USD 259's guidelines for equipment use.

Travel: Limited travel between schools and central offices may be required.

Physical and Mental Demands: Must be available to work beyond the regular work day.

Knowledge, Skills, and Abilities:

- Ability to communicate exceptionally both verbally and written to communicate effectively with others inside and outside of the organization for the purpose of giving and obtaining highly confidential information, and frequently involving influencing and advising others on matters of significance
- Knowledge of federal, state and local laws and policies concerning English Language Learners
- Ability to maintain professional discretion in order to comply with instructions, procedures, standards, policies, laws, and theories that are obtained within the organization
- Proficient time management skills, good judgment, problem solving, and analytical abilities in order to effectively meet deadlines
- Advanced computer proficiency and the ability to effectively use Microsoft Word, Excel, Outlook, and PowerPoint, which will be determined and validated by testing
- Ability to solve complex problems using research, analyzing, and previous precedent for similar problems
- Ability to write letters, memos and reports that command attention and achieve results
- Ability to provide the highest level customer service
- Displays eagerness and the ability to learn new methods, procedures, and techniques
- Ability to plan and organize effectively to achieve greater results
- Gives the highest priority to achieving accuracy
- Displays a significant degree of professionalism and confidentiality
- Ability to conform to proper standards of professional dress and appearance
- Knowledge of company's mission, purpose, goals and the role of every employee in achieving each of them

Interrelations:

- Contact with personnel within the district and with customers and vendors
- Will be working under the direct supervision of the department supervisor in order to complete day to day tasks
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy
- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service

Employee Punctuality and Appearance:

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator
- All employees are required to report to work dressed in a manner that reflects a positive image of USD 259 and is appropriate for their position

Qualification Profile:

- College degree required
- A superior knowledge of payroll tax and Wage and Hour laws and regulations is required
- Three years' supervisory experience required

FLSA Status: Exempt

Apply at <http://www.usd259.com>