

Anoka-Hennepin Independent School District #11
Job Description

Title: Payroll Manager
Department: Payroll
Reports to: Director of Finance
Prepared Date: May 2022

SUMMARY OF RESPONSIBILITIES

Responsible for the accuracy of payrolls and payroll related records. Supervise the payroll office professionals. Maintain and enhance the efficiency of the payroll process and the accuracy of related data. Ensure statutory reporting requirements are met in an accurate and timely manner. Provide any payroll documentation needed for the District's annual fiscal compliance reporting.

DUTIES AND RESPONSIBILITIES

General Accounting

- Prepare accounting related entries to general ledger.
- Regularly maintain detailed reconciliations of payroll liability accounts.
- Provide detailed analysis and explanation of account variances.
- Assist with annual audit preparation.

Payroll

- Remit data to agencies for payday, quarterly, and calendar reporting.
- Reconcile payroll information per pay period and calendar/fiscal balancing.
- Prepare, balance, and submit payroll invoices to accounts payable.
- Partner with Labor Relations and Benefits staff in the benefits administration process to ensure all deductions are accurate and timely.
- Monitor deductions for annual limit (403b).
- Maintain all payroll records in an efficient, orderly, and secure manner.
- Prepare and verify all assigned Journal entries related to payroll, benefits, and deductions.
- Reconcile Journal entries and year-to-date figures in preparation for year-end.
- Reconcile payroll related general ledger accounts.

Other

- Assist in other support of the Finance department such as report preparation and analysis.
- Performs such other tasks and assumes other responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

Supervise Confidential Employees in Payroll. Supervisor Payroll Accountant, 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 training employees; planning, assigning, and directing work.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in Accounting or Finance related field, and a minimum three years of experience in Payroll. Minimum 3 years general ledger 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

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.

Performs other tasks and assumes other responsibilities as directed.

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.