

PUEBLO SCHOOL DISTRICT 60
PROFESSIONAL JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Payroll Supervisor/Analyst
Prepared Date: 07/23/2004
Revised Date: 9/1/2021
Work Year: 220 Days
Department: Payroll
Reports To: Chief Financial Officer
Salary Range: APT Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY:

The job of the Payroll Supervisor is to oversee and perform payroll functions to ensure accurate, complete, and timely processing and distribution of the payroll and related reports. Oversees District time-keeping software. The Payroll Supervisor is responsible to stay current with generally accepted accounting principles (GAAP), Colorado statutes, Colorado Department of Education financial policies and procedures and proposed legislative issues (federal and state). The employee is expected to use accounting and budget analytical skills to make decisions in resolving problems and to work professionally with all levels of district personnel.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Bachelor's Degree in Accounting, Finance, Business, or related field
- Five (5) years of experience at a supervisory level
- Five (5) years of experience in payroll processing
- Documented experience in the use of Spread Sheets and large scale accounting software programs
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience in accounting and/or auditing
- Master's Degree in Finance or related field
- Previous experience interpreting federal rules, regulations, Colorado Statutes, etc.
- Experience analyzing and preparing payroll data
- In-depth knowledge of payroll applications, ALIO accounting experience
- Experience in school district payroll involving negotiated agreements
- Experience in school district business operations
- Experience developing queries/reports
- Experience and knowledge of the Affordable Care Act and its guidelines and requirements

SKILLS AND KNOWLEDGE:

- Ability to follow complex oral and written instructions
- Ability to be detail oriented with excellent proofing skills
- Ability to communicate effectively, both orally and in writing
- Ability to plan, prioritize, organize and execute work effectively, using independent judgment to provide overall direction for reaching organizational goals
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to maintain complex financial/payroll records, gather and compile data and prepare payroll reports accurately
- Ability to establish and maintain effective working relationships with staff, students, parents, and other community members
- Ability to perform effectively in environments with frequent workload changes and competing demands
- Ability to work tactfully and courteously with students, staff and the general public

- Ability to be patient with a strong customer orientation toward students, staff, parents, and other community members
- Possess an excellent work attitude and the ability and willingness to take ownership and responsibility for project completion
- Ability to set priorities which accurately reflect the relative importance of job responsibilities
- Ability to work collaboratively and individually on assigned tasks
- Skilled in the use of technology and instructional media tools
- Ability to work independently and follow through on assignments with minimal direction
- Demonstrates leadership, initiative, and student advocacy
- Demonstrate management, problem solving, and organizational skills
- Have excellent integrity and demonstrate good moral character and initiative
- Demonstrate ability of program planning and ability to establish and manage budgets
- Demonstrate knowledge and understanding of curriculum and program assessment, program development and evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning
- Demonstrate knowledge of proven best practices in education
- Knowledge of national, state, and District educational trends and goals

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Work in conjunction with CFO for District's overall budget development and payroll forecasting models
- Monitor payroll activities for all fund groups to include general fund and all support or restricted funds throughout fiscal year
- Assist in the budget development based on strategic objectives as communicated from the Board, Superintendent and CFO
- Analysis of payroll transactions, cost distributions, metrics, and statistics, including data input, tracking and reporting
- Participate in on-going planning and operating processes. Conducting cost/benefit and other types of analyses

- Examine payroll budget estimates for completeness, accuracy, and conformance with District policies, procedures, and regulations
- Assist CFO with annual planning process and monthly current estimates, payroll budget proposals and funding requests
- Assist CFO with performing payroll financial modeling to support budget, operating, and planning processes
- Assist CFO with the analysis of payroll operating expenses through monthly reviews of plans with respective budget owners, human resources and accounting for staff and student counts and expenditures
- Collaborate with School Board, Superintendent, CFO, Department Managers and Principals to develop a final consolidated budget and the payroll component
- Assist CFO in the design of effective payroll budget models for District buildings and departments
- Supervise all payroll functions, staff, and assign duties within the department
- Interact closely with Human Resources Department and Accounting Department Supervisors
- Responsible directly and indirectly for the input and accuracy of employee data in the following areas: Salaries and extra duty pay; Excused leave/vacation; Voluntary deductions and fringe benefits; Garnishments; Severance/termination benefits; Fund/expenditure account distribution
- Maintain the data and operating files for the payroll system
- Maintain electronic data transmission operations and communicate with designated banks to assure timely pay for all employees
- Prepare, reconcile, and submit monthly, quarterly, and annual federal and state tax and wage reports
- Create and maintain queries to provide and assist various departments with payroll information
- Prepare, review, and submit payroll deduction reports to appropriate agencies and providers
- Review reconciliation of vendor invoices to computer generated reports and authorize payments to vendors
- Research and resolve payroll issues related to individual employees and well as overall payroll operations
- Supervise compliance with negotiated agreements for issues related to payroll
- Develop annual strategic plan for the department in cooperation with the other accounting department administrator
- Ensure all appropriate financial internal controls are in place and followed by staff
- Manage the implementations of new software modules that affect the payroll process in the accounting system and training of employees
- Responsible for knowing all aspects of the payroll accounting cycle
- Provide training to department and school personnel when needed

- Stay current with school finance legislation, Colorado Department of Education rules and regulations
- Serve on various ad hoc committees as needed

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Chief Financial Officer

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 6 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (6 – 9 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing		X			
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling			X		

Maximum weight: 40 lbs.					
Lifting Maximum weight: 40 lbs.			X		
Carrying Maximum weight: 40 lbs.			X		

WORK ENVIRONMENT:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting with quiet or moderate noise levels.