**UPPER MERION AREA SCHOOL DISTRICT**

POSITION TITLE: Payroll Manager

REPORTS TO: Business Administrator

POSITION GOALS: Responsible for providing timely and accurate payroll and retirement services. Ensure that all payroll activities and transactions are thoroughly documented and confidential. Assist the Business Administrator and the Personnel Director in wage and benefit planning.

ESSENTIAL DUTIES AND RESPONSIBILITES:

1. Prepares and inputs biweekly payroll for all district employees including calculating and prorating salaries for new hires, level of prep change, retroactive pay, salary differentials, contractual pay raises, and those returning from unpaid leaves and workers’ comp.
2. Assigns all payroll monies to correct budget and federal accounts.
3. Maintains and records year to date gross, gross to net, payroll deductions, taxes and payroll ledger.
4. Assists Business Administrator in budget development by reviewing and maintaining proper account classification, accurate employee salaries, salary budget allocation and benefit costs.
5. Provides accurate data for auditors, department supervisors, current and former employees, government agencies, banks, ACH services, tax shelter companies, unions, and the state retirement board
6. Ensures payroll compliance with all contracts and policies.
7. Assembles data relevant to wages, salaries, benefits, and compensation costs of potential and actual individual employees~~.~~
8. Calculates and electronically sends notification of biweekly bank deposits for net payroll, federal taxes, FICA, retirement, flex spending, tax shelters, and state income taxes.
9. Prepares, verifies and provides W-2’s for all employees, and creates file for government reporting.
10. Prepares all check requests for monies withheld from paychecks and sends wires and checks to appropriate agencies in a timely manner.
11. Complies with all internal, government, financial institution, and retirement board requests for payroll information.
12. Prepares and insures accuracy of periodic reports as needed for quarterly reconciliation of taxes, unemployment comp., and other government forms.
13. Manages district’s retirement program including monthly reporting of time and salary, payments due to the state, changes in employment status, monitoring purchases of service, researching and correcting service in prior years, completing all necessary forms, and assisting employees with retirement questions.
14. Solely responsible for setting up, monitoring, and maintaining direct deposit payroll program.
15. Calculates all employee deductions for various health insurance plans according to job classification, contract or policies, and date of employment.
16. Performs other related duties as requested.

QUALIFICATIONS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill, and/or ability necessary. As required under the Americans with Disabilities Act (ADA) reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. 2 years college or a minimum of 5 years payroll experience.
2. Mathematical accuracy and attention to detail.
3. Ability to operate a computer with knowledge of application programs.
4. Ability to operate a word processor, calculator, printer, and other basic office machines.
5. Ability to interact well with other staff and outside agencies.
6. Self directedness and ability to organize.

ADA Specifications:

While performing this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to sit and occasionally required to stand and walk. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus. The employee must have the ability to lift and/or move up to 25 pounds. The employee will be subject to inside office environmental conditions with moderate noise level.

TERMS OF EMPLOYMENT: Twelve (12) months per year

TO: All Personnel

FROM: Michelle O’Reilly, Director of Human Resources

DATE: March 1, 2018

Qualified applicants may submit credentials via the Skyward FastTrack online application system at <http://www.umasd.org/Page/537>, until March 8, 2018. Internal applicants may apply by accessing the Skyward FastTrack tab found in the Employee Portal. If you have any further questions regarding the application process, contact the Human Resources Department (610-205-6419).

ANTICPATED VACANCY

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|  | |  |  | | --- | --- | | Payroll Manager | Hours: 8:00am to 4:00pm, Twelve (12) months per year  Starting Salary: $52,000-$65,000  Essential Duties/Responsibilities: See attached | |  |  | |  | Qualifications: To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill, and/or ability necessary. As required under the Americans with Disabilities Act (ADA) reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.   1. 2 years college or a minimum of 5 years payroll experience. 2. Mathematical accuracy and attention to detail. 3. Ability to operate a computer with knowledge of application programs. 4. Ability to operate a word processor, calculator, printer, and other basic office machines. 5. Ability to interact well with other staff and outside agencies.   Self-directedness and ability to organize | |  | Availability: Immediately | |

Equal Employment Opportunity

Upper Merion Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, religious affiliation, national origin, sex, sexual orientation, age, marital status or non-relevant handicaps and disabilities in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. The district’s commitment to non-discrimination extends to students, employees, prospective employees and the community. For information regarding civil rights or grievance procedures or for information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact Human Resources Department, Upper Merion Area School District, 435 Crossfield Road, King of Prussia, PA 19406 610-205-6419/lab.