*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** Payroll Supervisor

 **Reports to:** Director of Business & Finance

 **Employment Status:** Regular/Full-time

 **FLSA Status:** Non-Exempt

 **Description:** Oversees training, development and supervision of payroll processes and staff ensuring that all are compliant with federal, state, and local guidelines

 **NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Promote good public relations by personal appearance attitude and conversation
* Report all cases of child abuse to appropriate school personnel and proper government authority
* Interact in a positive manner with staff, students, and parents
* Coordinate all Payroll Department functions and supervise payroll staff to ensure proper performance of duties and functions assigned
* Coordinate with federal, state, and local tax agencies and other related agencies to resolve payroll disputes or other issues
* Manage payroll process for accurate and time preparation
* Manage preparation of all monthly, quarterly and yearly payroll deduction report and related payments
* Manage all payroll processes for accurate and timely payments and deductions for all employees of the district
* Manage and prepare information required for GAAP report
* Manage the maintenance of required documentation i.e., registers, reports, earnings, etc.) as required by federal, state and local laws
* Maintain payroll bank deposits and accounts
* Manage payroll investments with Business and Finance Director and required
* Manage employee deduction records
* Attending meetings and in-services as required
* Perform other related duties as assigned by the Business and Finance Director

**Other Duties and Responsibilities:**

* Serve as role model for students and staff
* Coordinate cross-training to other finance office personnel
* Maintain professionalism and confidentiality pursuant to expectations
* Respond to routine questions and requests in an appropriate and timely manner
* Maintain a level of approachability by administration and staff

**Qualifications/Certificates:**

* Bachelor’s Degree in Accounting, Finance, or other related discipline
* 5 years successful accounting or related experience
* 2 years supervisory experience preferred
* School accounting experience preferred
* Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Experience with double-entry accounting software
* Proficiency with Excel and other financial software
* Ability to work effectively with others
* Good analytical skills
* Good communication skills
* Effective, active listening skills
* Ability to multi-task
* Good organizational and problem-solving skills
* Proficient in math
* Excellent computer skills
* Ability to meet deadlines

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to travel, both daily and overnight
* Occasional need to work overtime, evenings and/or weekends
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

**Equipment Operated:**

Computer/Laptop Printer Scanner adding machine

**Required Testing Continuing Educ./Training Clearances**

Accounting Skills Test Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date