



Longview Independent School District

JOB DESCRIPTION PAYROLL SUPERVISOR

JOB TITLE:	Payroll Supervisor	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Finance	TERMS:	226 Days
DEPARTMENT:	Business Office	PAY GRADE:	Professional Pay Grade 1

PRIMARY PURPOSE:

Prepare professional and paraprofessional payroll for the district, including related reports and deposits; work under close supervision to ensure accurate and timely preparation of payroll records by following prescribed procedures and regulations; supervise the preparation of the hourly/auxiliary payroll and employee benefits personnel

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree in related field from an accredited college or university

Special Knowledge and Skills:

- Thorough knowledge of basic accounting procedures
- Ability to maintain accurate and auditable records
- Ability to use a calculator (10-key by touch)
- Ability to use personal computer and software to create spreadsheets, databases, and perform word processing
- Proficiency in typing, keyboarding, and file maintenance
- Ability to work with numbers in an accurate and rapid manner to meet established deadlines
- Ability to communicate effectively

Minimum Experience:

Three years payroll accounting experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Prepare all payrolls including monthly and special payrolls
2. Prepare payroll checks for all employees and distribute to campuses and departments



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Balance payroll earnings and deductions; make related transfers of funds and deposits
4. Receive and audit tie sheets for all district employees
5. Reconcile General Ledger 864 accounts
6. Coordinate the business office yearly calendar
7. Secretary for Worker's Compensation Safety Committee
8. Prepare and submit payroll reports and forms including those required by Internal Revenue Service, Texas Workforce Commission, Texas Retirement System, Federal Insurance Contributors' Act (FICA), Medicare, and Workers' Compensation Commission
9. Work with 457 vendor (FICA Alternative) with records and deposits
10. Prepare staff data counts to T.E.A.
11. Submit employee worker's compensation reports and records to third party administrator
12. Maintain physical and computerized files for payroll records.
13. Communicate with human resources department, campus secretaries, and employees to ensure accuracy of information reported, resolve payroll problems and inquires
14. Comply with district policies, as well as state and federal laws and regulations
15. Adhere to the district's safety policies and procedures
16. Maintain confidentiality in the conduct of district business
17. Must be able to perform the essential functions of walking and interacting with students and /or district employees in the specific work site assigned (classroom or office setting)
18. Demonstrate regular and prompt attendance
19. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

Hourly/auxiliary payroll preparation and employee benefits personnel

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: March, 2013