

# KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

<b>TITLE:</b>	<b>Payroll Supervisor</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b> Director of Business Services
<b>EDUCATION:</b>	Bachelor of Science in Accounting, Business or related field preferred	<b>FLSA Status:</b> Exempt
<b>LENGTH OF WORK YEAR:</b>	12 month contract	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB DESCRIPTION:</b>	<p>Responsible for the prompt and accurate processing of all payroll-related liabilities, including benefits, in adherence with state and federal laws.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.</p>	

**MINIMUM REQUIREMENTS:**

- Minimum 3 years prior experience with payroll and general ledgers.
- Ability to respect all confidential information.
- Ability to perform well under pressure (both time and quantity).
- Ability to maintain cooperative relationships and effectively communicate both orally and in writing.
- Ability to work some evening and weekends.

**ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)**

1. Directs all payroll operations.
2. Directs the preparation of the payroll process and verifies all amounts.
3. Verifies that all employee data affecting payroll preparation, including fringe benefits for each employee group, is accurately recorded in compliance with respective contracts.
4. Directs the preparation of monthly and quarterly reports and distributes vendor checks to all respective agencies (local, state, and federal levels) by their due dates.
5. Ensures compliance with all monthly, quarterly, and annual report requirements, including Department of Education reports.
6. Attends training as necessary to keep up-to-date with pending changes, including attendance at quarterly regional payroll professional meetings.
7. Assures the District is in compliance with the Affordable Care Act.
8. Instructs staff in the proper techniques of payroll and the payroll data processing system.
9. Maintains needed knowledge affecting all fringe benefits and payroll deductions (cafeteria plan, annuities, health insurance, retirements, etc.), building relationships with benefit providers.
10. Directs the maintenance of all records affecting employee pay concerning sick leave, vacation time, compensatory time, leave of absence, and other information as required by statute, regulation, or contract.
11. Assists in the annual budgeting and audit processes.
12. Responsible for end of year processes including issuance of W-2's, PERS reconciliations, SAIF audit, and year-end reports.
13. Stays well-informed of changing payroll rules and regulations, assuring the District is in compliance.
14. Makes recommendations, with administrative approval, concerning new contract language that could affect payroll operations.
15. Solves payroll department personnel needs or when appropriate, refers to district level administrators for assistance.
16. Assigns, supervises, and evaluates payroll responsibilities for subordinates based on work performance, aptitudes, and abilities.
17. Updates Business Services webpage with 403B compliance, standard forms and other relevant information.
18. Assures documentation of payroll processes is complete and updated as needed.

19. Assures that all payroll records are in compliance with State of Oregon Archive requirements.
20. Conducts group orientation sessions to educate employees on the benefit selection process.
21. Performs other duties as may be assigned by Director of Business Services or his/her designee.
22. Regular attendance is an essential function of this position.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				x	
11-20 lbs.			x		
21-50 lbs.		x			
51-75 lbs.	x				
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount lifted by worker without assistance:					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				x	
11-20 lbs.			x		
21-50 lbs.		x			
51-75 lbs.	x				
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount carried by worker without assistance:					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				x	
11-20 lbs.			x		
21-50 lbs.		x			
51-75 lbs.	x				
76-100 lbs.	x				
> 100 lbs.	x				
Maximum weight of object pushed/pulled by worker:					
Distance: <u>300</u> Type of Surface: (i.e. level, carpet, tile): <u>carpet/tile</u>					

ENVIRONMENT (WORK CONDITIONS)*	
Works Inside <u>100</u> % of the time	/ Works Outside <u>0</u> % of the time.
Temperature Extremes: No	
Works on or around moving machinery or mechanical parts: No	

\*Varies by location and season of the year.

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				x	
Twist				x	
Crouch/Squat				x	

