

WARREN COUNTY SCHOOL DISTRICT
Office of Human Resources
Job Description

Payroll Supervisor

Supervisor: Business Administrator

Evaluator: Business Administrator

Department: Payroll/Business Services

Description

Provide supervision for the operation of the payroll department and the payroll department staff. Responsible for compliance with: all governmental report filings quarterly / annually; Federal, State & Local tax deposits; Pennsylvania State Retirement Contributions; maintenance of 403 (b) Tax Sheltered Annuity direct deposit activity, as well as efficient, accurate and timely payroll reports. & and all underlying reporting, record keeping, and compliance requirements associated therewith.

Qualifications

- Minimum: Associates Degree In Business, Bachelors Degree Preferred
- Minimum of two years of payroll and computer experience
- Ability to operate an IBM compatible computer systems, scanner, calculator, personal computers with Office XP Professional software and related software applications
- Knowledge of Pennsylvania Code in connection with Labor/ Payroll
- Knowledge of Federal, State & Local Statutes in connection tax deposit requirements
- Knowledge of Penatmation Finance Plus Payroll Software
- Excellent communication skills
- Ability to meet deadlines, make decisions, complete work accurately, and prioritize work requirements
- Excellent mathematic skills
- Good eye/hand coordination

Duties, Responsibilities, and Functions

The essential functions of this position include, but are not limited to, the following:

- Supervise and coordinate activities of workers
- Process maintenance in the payroll database:
 - Additions/deletions
 - Address changes
 - W-4 changes
 - Voluntary deductions
 - Insurance; Medical Dental, Life, Section 125 Annuities; PSERS 403(b)
 - Business unit and account number changes

Duties, Responsibilities, and Functions (cont.)

- Assist employees via telephone and in person, as needed, regarding their salaries, service time, retirement questions, vacation, sick and personal day concerns.
- Assist co-workers as needed in all departments
- Process incoming and outgoing mail
- Process retirement enrollment, beneficiary, refund and retirement applications
- Provide listings/queries as they are requested
- Process sick leave payments to retirees
- Maintain inventory supply of paper and forms used: payroll checks, statements, **accounts payable checks**, ribbons, W-2 forms, various retirement and tax forms, various paper supplies
- Maintain employee Board reports:
 - Administrative - alphabetically and by building
 - Certificated - alphabetically and by building
 - Support (salaried and hourly) - alphabetically and by building
- Maintain payroll records, making necessary additions, changes and deletions as necessary. Prepare all necessary maintenance and secure information needed to process the bi-weekly payroll.
- Assure accuracy of the payroll before, during, and after processing on the computer
- Prepare accounting distribution for the accounting office to prepare distribution for the bi-weekly payroll and for the employer's share of social security and Medicare taxes.
- Process the electronic transfer of direct deposit for employees
- Process the electronic transfers of the federal, state, social security and Medicare tax deposits
- Post all employer social security and retirement contributions to accounting
- Make bank and credit union deposits as necessary
- Monitor substitute days worked, process those who qualify for retirement benefits
- Process payments to domestic relations, United Way, retirement purchase of service, IRS garnishes, and all other miscellaneous deductions
- Verify accuracy of annuity and insurance payments and submit the same
- Balance the payroll for the monthly check register to be sure all checks written total to the deposits made
- Assist with the bank reconciliation

Duties, Responsibilities, and Functions (cont.)

- Compute and process monthly checks for:
 - Retirement contributions
 - United fund of Warren County
 - Associated Life Accident Insurance
 - Domestic Relations
 - Earned income tax withheld
 - Occupational privilege tax
 - Employee medical payments
 - PHEAA
 - Delinquent IRS payments for employees
- Process current employment statistics survey
- Prove all payroll figures to prepare for quarterly reports
 - Retirement report
 - PDE-2105, reconciliation of social security and Medicare tax contributions
 - Wage tax reports
 - Retirement purchase of service report
 - Unemployment compensation UC-2A reports
 - State tax reconciliation report
 - Federal Quarterly 941 forms
 - BUCS reports
- Prove all totals for the year ensuring that they all total deposits made
- Process W-2 forms for employees, state, federal, and local agencies
- In conjunction with IT process software changes as they are received
- In conjunction with IT update in-house software as needed
- Install new tax tables and any other tax changes
- Process sick leave liability report
- Verify all supplemental contracts with schools and process for payment
- Provide all schools with listings of employees with sick, personal, and vacation day balances
- Calculate all salaries for certificated and support staff as outlined in their respective contracts
- Process cafeteria depreciation schedule
- Process payroll payables and create all journal entries for accounting
- Process medical/dental/life insurance rate changes
- Provide all necessary information as requested for state and local auditors
- Process FICA withholdings on life insurance
- Create new files for the year including absence, inventory budget, payroll, overtime and other miscellaneous files
- Process letters of reasonable assurance
- Process assignment letters (as received from Human Resources)
- Perform fiscal year roll-overs for payroll in conjunction with Business Services accounting roll over (Fiscal & Calendar Year)
- Maintain historical records/storage rooms
- Update computer skills and learn new techniques
- Attend software seminars to enhance skills
- Attend PSERS workshops to keep current with changes

Duties, Responsibilities, and Functions (cont.)

- Able to cover the workload of other employees in the department should they be absent
- Other duties as assigned

Safety Precautions Associated With This Position

- Pushing, pulling, lifting and carrying of office records/supplies of up to 50 lbs.
- Sitting for long periods of time in front of a video display - eye strain, musculoskeletal strain and headaches

Comments

This position requires spatial perception, auditory and visual discrimination, dexterity, problem solving, analytical ability, speaking and writing ability, initiative, ingenuity, reasoning skills, concentration, judgment, persuasiveness, alertness and patience.