

**DeKalb County School District
Position Specification**

Title: Director, Payroll Services

DIVISION: Finance	GRADE: 132
DEPARTMENT: Payroll	WORK DAYS: 246
REPORTS TO: Deputy Chief Financial Officer	FLSA STATUS: Exempt
RETIREMENT: Teachers Retirement System	APPROVED (HCM): May 2024

General Statement of Job

Under limited supervision, provides leadership, direction, and day to day supervision for payroll, time and attendance, and deduction processing within the Division of Finance. Adheres to related policies, practices, and procedures for the timely, accurate payment and accounting of all transactions initiated by the payroll department. Manages all payroll functions and related processing to assure data integrity, quality performance and compliance with federal and state laws..

Specific Duties and Responsibilities

Essential Functions:

Incumbent will be responsible for maintenance of the District's policies, procedures and practices for payroll processing, time and attendance processing, deduction processing including but not limited to federal, state and local taxes, health and other optional flexible benefits, 403b, TRS, ERS, PSERS and other retirement contributions and W-2, state and federal quarterly reports, and other required reporting.

Supervises and directs all activities associated with Payroll, Time, and Attendance within in the Finance department.

Provides oversight of leaders responsible for preparing the calculation and production of all payrolls, both scheduled and off-cycle and coordination with the Enterprise Resource Planning (ERP) system implementation, as needed.

Ensures the payroll department produces accurate and timely processing of payrolls and performs required internal control tasks to ensure reasonable checks and balances are monitored and implemented.

Maintains adequate internal controls and safeguards related to payroll processing and payments.

Recruits, interviews, hires and ensures continuous training of staff in the payroll and related departments.

Ensures timely and accurate production and distribution of W-2s and related activities.

Ensures timely and accurate state and federal reporting.

Ensures timely and accurate processing and reporting of deductions such as garnishments, state and federal taxes, retirement contributions, flexible benefits, and health insurance.
Ensures the accurate processing of leave such as sick, vacation and other. Maintains accurate balances of leave and administers the time and attendance platform for all employees.
Ensures department staff and procedures are compliant with federal, state, and local payroll wage and hour laws and best practices and procedures and timely communication is developed for all district schools and departments.
Attends regular and called meetings with internal and external stakeholders as determined are necessary.
Identifies and recommends updates to the processes, software systems and procedures as deemed necessary.
Conducts meetings with assigned staff ensuring that all policies and procedures are followed within the departments.
Performs other duties as assigned by the Deputy Chief Financial Officer.

Education and/or Experience

Bachelor's degree in Accounting, Business Administration, Finance, or closely related field.

Minimum of seven (7) years in Finance, Human Resources, Payroll or Employee Benefits and Staffing with a minimum of five (5) years administration/supervisory experience required; Experience in school finance or educational institution preferred.

Preferred Qualifications:

Master's degree preferred in Business Administration, Finance, or closely related field.

Certificates, Licenses, Permits

Certified Public Accountant (CPA) preferred.

Knowledge, Skills & Abilities:

- Knowledge of Generally Accepted Accounting Principles.
- Knowledge of DeKalb County School Board policy and procedures, State laws regulating local school systems, State Board of Education rules and regulations, and accounting and reporting requirement of other State and Federal agencies which impact local school systems.
- Ability to analyze and evaluate financial problems and to compile related financial data.
- Knowledge of payroll procedures with respect to government funds and school district operations
- Ability to successfully deal with all persons in a fair and equitable manner.

- Ability to prepare clear, concise and accurate correspondence, reports and other written materials; organize, set priorities and exercise sound independent judgment within areas of responsibility.
- Maintain complex and confidential records and files.
- Able to work confidentially with discretion.
- Establish and maintain effective relationships with district administrators, management, staff, employee representatives, representatives of other governmental agencies, the public and others contacted in the course of work..
- Knowledge of ERP systems and Excel.
- Strong personal computer and business solutions software skills.

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are

given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given procedure directions relative to works steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.