



Little Rock School District

JOB DESCRIPTION

Position Title: Payroll Supervisor- Finance and Accounting

Prepared Date: 01/13/2022

JOB GOAL:

The Payroll Supervisor supervises payroll representatives, ensures that all processes are executed appropriately and in a timely manner, and oversees day-to-day payroll functions for the Little Rock School District (LRSD). This position currently is responsible for wage and salary processing involving more than 3,500 active employees with an annual gross payroll that exceeds \$300,000,000.

TERMS OF EMPLOYMENT:

Twelve (12) month contract (245 days), Pay 802 Grade 20, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. At least five (7) years' successful related experience and/or administration.
2. A bachelor's degree required in the related field. A master's degree is preferred.
3. Experience in computer operations related to accounting, payroll, and budget development and management. E-Finance and TimeClock experience is a plus.
4. Experience in a shared service environment and a solid understanding of payroll cycles.
5. Ability to effectively supervise team members and work as a member of that team and organize work activities for other members of that team.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Supervises payroll processing ensuring that payroll transactions are delivered/processed in a timely fashion and in accordance with regulations, policies, and procedures. Responds to questions from faculty, administrators, and all other employees regarding wage and salary matters and assists in resolving related problems.
2. Serves as the initial school or department contact in the research and resolution of payroll problems. Interfaces with the Human Resources Office to resolve problems and assists



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employees in obtaining information and services. Conveys information to employees when appropriate or refers them directly to the proper source for assistance.

3. Provides ongoing district-wide clerical staff specialized training in relation to payroll and assists in providing supervisory responsibilities to assigned staff as needed and/or requested.
4. Assists in interpretation of payroll policies and procedures and advises the Finance and Accounting Director on payroll-related issues.
5. Oversees the maintenance of confidential personnel database and files, including new and terminated employees, to ensure compliance with established guidelines, policies, and pertinent laws.
6. Oversees day-to-day maintenance of employee attendance records in automated and/or manual systems. Monitors distribution of payroll checks.
7. Researches payroll information, compiles data for analysis, and produces standard and ad hoc reports for management as requested.
8. Assumes primary responsibilities for all salaried employees' information and sets up and maintains related files, ensuring the confidentiality of sensitive documents.
9. Assists in the preparation of required state and federal tax reports as well as monitoring year-to-date totals for payroll.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.