

The Payroll Manager reports to the Director of Business Services and is responsible for managing and performing the District payroll activities. This position is responsible for the supervision of staff, directing work, training and coaching, and performance evaluations. The Payroll Manager collaborates with and provides payroll support for school leaders, Business Services staff, and other District departments.

**Competencies of the Payroll Manager**

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn and increase capabilities.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.

**Essential Duties**

- Management of all payroll functions including the computation and posting of employees' time worked, oversight and production of timely and accurate payrolls, transfer of funds for direct deposit, and maintaining appropriate deductions and absent records.
- Prepare required payroll reports for employee and employer taxes, retirement, annuities, social security, garnishments, Medicare, unemployment and state/federal audit reports as needed.
- Compute payroll adjustments and withholding of taxes, prepare W2 forms for all employees, and produce reports for the Arizona Department of Labor and the Internal Revenue Service.
- Provide quality assurance for all payroll functions and lead payroll-related process and system improvement initiatives.
- Hire, supervise, and evaluate daily activities of staff; provide opportunities for cross-training and development.
- Develop and implement district policies and practices to ensure sound payroll management activities.
- Support ongoing activities within the Business Services team as necessary.

**Education and Experience**

Bachelor's degree business, finance, accounting, or related field and 5+ years of experience in school finance is required, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements**

AZ Fingerprint Clearance Card may be required based upon assignment.