

## **Payroll Supervisor**

Richland School District One

1616 Richland St.

Columbia, SC 29201

Salary Range: \$59,339 - \$83,045

Apply at [www.richlandone.org](http://www.richlandone.org)

### **General Statement of Job:**

Under occasional supervision, assists in supervising all phases of payroll operations to ensure the accuracy, efficiency and completeness of processing. Supervises and reviews the work of clerical personnel. Reports to the Director of A/P & Payroll. Supervise 4 employees.

### **Specific Duties and Responsibilities Essential Functions:**

Supervises duties of assigned clerical staff.

Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting new employees; acting on employee problems; and recommending employee transfers, promotions and discipline as appropriate.

Reviews the work of subordinates for completeness and accuracy, evaluates and makes recommendations as appropriate, and offers advice and assistance as needed.

Works closely with schools and departments to ensure accurate and timely payroll preparation.

Import and export files to process payroll changes.

Reconcile payroll totals to ensure accuracy.

Create District payroll calendar annually.

Monitor and Review staff workload to ensure payroll deadlines are met.

Processes and enters data from all status change sheets.

Balances accounts for various deductions. Monitors vacation and absence reports.

Creates and transmits ACH file and generates related reports.

Runs interface and check register, and updates payroll data in ERP.

Supervise the processing of all checks for annuities, insurance, family court, levies, etc.

Responds to questions concerning payroll information. Receives, reviews, prepares and/or submits various records and reports, including status change sheets, personnel forms, insurance forms, payroll checks, job applications, performance appraisals, memos, correspondence, etc.

Operates a variety of equipment, such as a computer, printer, calculator, copier, fax machine, telephone, etc.

Interacts and communicates with various groups and individuals, such as immediate supervisor, subordinates, District supervisors and staff, etc.

Additional Duties: Performs general administrative/clerical tasks, including but not limited to, Data entry, copying and filing documents, answering the telephone, faxing information, etc.

Performs related duties as required.

### **Minimum Education and Training:**

Requires an Associate's degree in accounting, bookkeeping or specialized application supplemented by four years of payroll accounting experience and supervisory experience, or an

equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.