

GENERAL RESPONSIBILITIES

The Director of Payroll oversees the payroll processes of Roanoke City Public Schools. The Payroll Director will manage and evaluate the activities of payroll personnel. This position is expected to establish efficiencies and guidelines for the Division's payroll procedures. Responsibilities include performing technical accounting work in the operation of the payroll system including processing and controlling a broad range of payroll transactions and records.

ESSENTIAL TASKS

The following duties are normal for this position. The omission of specific statements of duties does not exclude other duties if the work is similar, related, or a logical assignment for this position. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description. Other duties may be required and assigned.

- Processes a variety of payrolls through various phases, ensuring that proper information is assembled.
- Provides leadership to internal and external customers.
- Trains, supervises, and evaluates payroll staff.
- Ensures school and department supervisors and administrative support staff are appropriately trained to fulfill their roles in the payroll process.
- Accurately records changes in rates, hours, and deductions in payroll records.
- Processes payroll information for given pay periods into general accounting records.
- Prepares checks and supporting documentation accurately and on schedule.
- Processes and records leave records.
- Maintains general and supporting records and postings for general and special funds.
- Stays abreast of payroll procedural and regulatory changes.
- Prepares and maintains consolidated reports, summary reports, and payroll and tax reports.
- Completes necessary entries in completing the accounting cycle.
- Prepares necessary reports for other governmental levels.
- Consults with the Chief Financial Officer on appropriate policy, regulation, and procedures.
- Processes employee fringe benefits including Virginia Retirement System (VRS) retirement and health/dental/life insurance.
- Maintains Federal Bond Program.
- Maintains and manages employee payroll databases.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of payroll principles and practices is required, as is the ability to take responsibility for establishing and adhering to schedules and procedures that ensure

employees are paid timely and accurately. The ability to maintain confidentiality with sensitive employee data is essential. Strong experience with Microsoft Office software. Ability to operate and maintain time and attendance systems. Ability to assemble and organize complex data. Ability to analyze, examine, and verify financial documents and practices. Ability to prepare a variety of reports and analyses. Ability to communicate effectively, both orally and in writing. Knowledge of federal and state regulations, filing and compliance. Ability to establish and maintain effective working relationships with outside contacts, school secretaries, principals, directors, and other school board employees. Ability to work independently on assignments under general supervision.

EDUCATION AND EXPERIENCE

Bachelor's degree in business, accounting, or a related field, or a commensurate combination of education and relevant experience is required. A minimum of 6 years' experience in payroll processing, governmental accounting, or any equivalent combination of training and experience which would provide the acceptable knowledge, abilities, and skills as evidenced through previous responsibilities. Experience handling payroll and/or benefits for a Virginia governmental entity preferred but not required. Prior supervisory experience preferred. The Certified Payroll Professional Certification (CPP) preferred.

PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

WORK ENVIRONMENT

Primarily controlled temperature and clean office environment.

RCPS is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Hayley Poland – Title IX Coordinator (540) 853-1393.

Salary Range: \$77,089 - \$135,689 per year

TO APPLY: Go to <https://roanoke.tedk12.com/hire/index.aspx>