

## MASON COUNTY SCHOOLS

### Job Description

**POSITION:** Payroll Supervisor

**IMMEDIATE SUPERVISOR:** Chief School Business Official

**EMPLOYMENT TERM:** 261 days annually, pursuant to WV Code §18-5-45

**SALARY:** Pursuant to WV Code §18A-4-8A, in accordance with Mason County Schools Salary Schedule, Pay Grade G, commensurate with experience and education level.

**EVALUATION:** Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and MCBOE's Guide to Performance Evaluations for Service Personnel.

**JOB SUMMARY:** Primary responsibility is to perform a variety of complex tasks related to payroll processing.

### PERFORMANCE RESPONSIBILITIES:

- Process payroll for secondary schools and other assigned locations
- Process payroll for substitute professionals
- Review Kronos for timecard completeness, accuracy, and errors
- Review Kronos for "absent without pay," "jury duty," and "non-work paid" days.
- Process stipends, after school tutoring, contracted services, extra duty assignments, increased certification, professional substitute adjustments, regular service adjustments, regular professional adjustments, supplemental payroll, temporary part-time workers, principal helpers, department heads, mentors, sick leave bonus
- Review payroll proforma for accuracy
- Review board minutes and update employee assignment screen accordingly
- Setup new professional substitutes
- Adjust contracts to reflect inactive employees, etc.
- Adjust and complete necessary documents for retiring employees throughout the year for assigned locations as well as all employees retiring at the end of the year
- Notify benefits department of retirees
- Assist school secretaries with Kronos as well as other payroll related matters
- Update addresses and phone numbers on employees as well as notify proper co-workers of changes
- Construct professional memos/emails to personnel
- Complete various verifications from outside organizations
- Assist with year-end procedures
- Effectively utilize district technologies appropriate to the position and assume responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisors
- Complies with State Law as well as State and County policies, regulations, and procedures
- File and maintain clerical records and report pertinent information to accounting and bookkeeping or technical operations
- Offer assistance and instruction and/or training when requested
- Act as Notary
- Maintain regular attendance
- Cross train on other job assignments and assist others in the Business Office as needed

- Perform other duties and responsibilities as assigned by the immediate supervisor and/or Treasurer/CSBO

**QUALIFICATIONS:**

Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate

**“Payroll Supervisor”** means a person employed in the county board office who has primary responsibility for the payroll function and who either has completed twelve college hours of accounting from an accredited institution of higher education or has at least eight years of experience performing progressively difficult accounting tasks. Responsibilities of this class title may include supervision of other personnel. (Pursuant to WV Code §18A-4-8)

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, walk, stoop, reach, lift, pull, and push. The employee is required to use technology such as computers and multi-media equipment. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work setting is indoors. The noise level in the work environment is quiet to moderate (20-60 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Treasurer/Superintendent or his/her designee.*