



PAYROLL AND ACCOUNTS PAYABLE SUPERVISOR

Position Summary

The Payroll and Accounts Payable Supervisor manages the District's Payroll and Accounts Payable Information Systems, and provides complex technical support and assistance to staff using these information systems to prepare and process all aspects of the district payroll and issue payments to vendors. This position effectively serves as the systems administrator for various Lawson modules (Payroll, Absence Management, Employee & Manager Services Center, and Accounts Payable) as well as several software packages (MHC, BSI TaxFactory) that are required for the District's implementation of Lawson. In addition to maintaining the current information systems, this position serves as a key member of the upgrade/implementation team with responsibility for the successful implementation of updated or new payroll and accounts payable systems. This position serves as a primary liaison to the Human Resources Department, and works closely with INFOR/Lawson and third-party contractors on the development, modification, and upgrade of AP/Payroll software for the Lawson business system and others as indicated above. In addition to operational and project assignments, this position is tasked with the ongoing identification, development and implementation of processes and procedures designed to improve the efficiency and effectiveness of operations, reduce manual processing, and improve the accuracy and timeliness of transaction processing. This position supervises, hires, and evaluates an Accounting & Business Systems Specialist and five Accounting Clerk III positions.

Supervisory Relationship

This position reports to the Associate Director Financial Services and is expected to work extensively with staff in the Human Resource department.

Essential Functions

1. Manages all aspects of the payroll function to provide assurance that District payrolls are timely, accurate and complete. Coordinates and executes payroll applying a thorough knowledge of School Board Policies, Fair Labor Standards, State Employment and Retirement Statutes, Federal Income Tax laws, and relevant provisions of collective bargaining agreements. Assists payroll staff with complex tasks and problem-solving for transactions that require an advanced knowledge of contract terms, payroll regulation and policy, and system processing. Performs troubleshooting when staff encounter difficulties using the payroll module, which may include the development of alternative processes/procedures or even system modifications. Completes portions of the payroll that require advanced systems knowledge and access – including identifying processing issues, developing a fix, and modifying system processing to correctly generate payroll transactions. Ensures that all required reporting to local, state and federal authorities is completed in a timely, accurate and complete manner and researches new or changing requirements as needed to amend processing and address continued compliance. Provides guidance to Finance and HR

administration on payroll processing as well as the use and capabilities of related information systems.

2. Establishes internal control procedures to assure timely, accurate and complete payrolls, accounts payable and related accounting transactions. Investigates audit discrepancies and revises internal control procedures as necessary to prevent recurrence. Provides training and support to staff members serving in a back-up role for key payroll and accounts payable functions, and ensures written procedures accurately reflect current activities and requirements.
3. Establishes and oversees a program of monitoring activities for payroll processing. Such activities would include, but not be limited to, monitoring automated payroll entries for errors/irregularities, where necessary verifying/ entering/ auditing timekeeping data and personnel action notices, verifying payroll computations and monitoring and processing specialized payroll transactions and processing related accounting transactions.
4. Serves as a key member of the project management team for financial system updates and new system implementations, with primary responsibility for all project assignments related to payroll and accounts payable. This level of responsibility requires not only an in-depth knowledge of regulations, employee contracts and District practices but also the ability to understand and analyze information system operations, processing and imbedded business controls and calculations. This position actively participates in all aspects of the project, from project charter to implementation of the update or new system in the production environment, and will design and oversee project activities to ensure that project results support the District's long-term strategic goals and operational needs for payroll processing and accounts payable.
5. Manages all aspects of the accounts payable function to provide assurance that District payment processing is timely, accurate and complete. Assists AP staff with complex tasks and problem-solving for transactions that require an advanced knowledge of contract/payment terms, District policy, and system processing. Performs troubleshooting when staff encounter difficulties using the AP module, which may include the development of alternative processes/procedures or even system modifications. Ensures that all required reporting and reconciliations are performed, and addresses complex issues associated with the District's Commerce Bank processing. Provides guidance to District staff and administration on payment processing as well as the use and capabilities of related information systems.
6. Is responsible for identifying opportunities to improve or enhance payroll processes, procedures and communication paths that impact the Finance and Human Resources Departments, and working collaboratively with HR staff to develop improvements, efficiencies and other practices that will benefit both departments and the District.
7. Assists with and compiles end of year reports, work papers and analysis to support the District's annual budget and financial reports.
8. Serves as the Finance representative on the Joint Benefits Committee (JBC), providing guidance on payroll-related issues to committee members and administration.
9. Perform other duties as assigned.

Required Knowledge, Skills and Abilities

1. Demonstrated advanced knowledge and experience of:
 - a. Accounting and payroll principles, methods, and practices with federal and state payroll tax regulations, rules, policies, and practices (including but not limited to employment laws such as FLSA, USERRA, COBRA, and IRS code).
 - b. Development and use of software applications to process organizational payroll.

- c. Rules and regulations applying to payroll accounting procedures and financial transactions.
 - d. Principles and practices of auditing payroll documents, transactions, and records.
2. Familiarity with accounts payable processes applicable to a government entity.
 3. Analyze information systems needs based on payroll and accounts payable processes, policies and practices.
 4. Extract information from systems, as needed, by using data query, reporting tools, and standard business applications.
 5. Troubleshoot problems with systems and reports and work with technical support staff (both in-house and third-party contractors) to correct problems.
 6. Prepare complex reports and exhibits by developing design of report, identifying sources of data, extracting data from various sources, interpreting data and presenting accurate information in an understandable format.
 7. Prepare detailed cost analysis.
 8. Understand systems' database design and relationships among data.
 9. Advise other Finance staff in methods to obtain system information and provide guidance in report preparation for payroll and AP.
 10. Provide formal and informal training on a variety of issues, such as payroll practices and payment processing.
 11. Analyze, interpret, summarize, and present administrative, contractual, statistical and technical information and data in an effective manner.
 12. Able to organize work and set priorities for accomplishing work in a timely and effective manner. Able to work in an environment with frequent interruptions and changing tasks and priorities.
 13. Ability to communicate complex information clearly and concisely both orally and in writing.
 14. Ability to analyze and interpret data for accuracy. Detail oriented.
 15. Excellent interpersonal skills, ability to work collaboratively and effectively with other staff, employees, and supervisors. Ability to maintain confidentiality of information and exercise discretion in dealing with controversial or potentially sensitive topics.
 16. Proficiency in various computer applications including comprehensive databases, spreadsheets and word processing software.
 17. Staff may be expected to use personal vehicles for business.

Minimum Qualifications

Education

- Requires a Bachelor's Degree in Accounting, Finance, Business Administration or related field.

Experience

- At least five years of progressively responsible professional experience in the payroll field, preferably in a government organization.
- Two years of supervisory experience overseeing payroll operations.

Work Environment

Incumbents work in a standard office setting in a centralized accounting services department.

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS Association
Pay Grade	Grade 8
Drafted by	Monica Brown, Chief Financial Officer/Director of Support Services
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