

**ESTILL COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION-**

Job Description: Payroll Director

QUALIFICATIONS:

1. Bachelor's degree in accounting, business, or finance
2. Knowledge of principles, methods, practices, and procedures of payroll management systems, accounting, and fiscal planning;
3. Knowledge of legal mandates, policies, and regulations pertaining to payroll and employee benefits record management and reporting;

REPORTS TO: District Finance Officer, Superintendent or Designee

JOB GOALS: To plan, organize, supervise, and participate in the payroll record management and reporting activities and functions; to perform the more complex and specialized payroll fiscal records management and reporting functions; to coordinate the employee fringe benefit enrollment process, including tax shelter annuity program enrollment; and to do other related work as required.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate, organize and supervise the maintenance of employee payroll records, the computation of payroll data and related employee insurance and benefits deductions and insurance vendor payments.
2. Audit, monitor and clarify payroll related documents, including time reports, payroll listings, services records and other similar materials.
3. Review, interpret and apply policies, guidelines and regulations concerning salary computations, leave benefits, and State and Federal tax withholding procedures.
4. Confer with District and work unit personnel concerning personnel services assignment changes that would affect salary computations.
5. Monitor processing of new employees, employee separation, promotions, salary advancement, sick and vacation leave computations.
6. Participate in retirement benefit computations.
7. Prepare or coordinate the preparation of annual sick and vacation accumulation reports.
8. Answer complex inquiries relating to payroll information and data.
9. Prepare various fiscal deductions, payroll reports, and withholding statements.
10. Review and monitor the technical performance of payroll related personnel, as assigned.
11. Maintain regular attendance.
12. Perform other duties as assigned.