

OLDHAM COUNTY BOARD OF EDUCATION

ADMINISTRATIVE REGULATION

JOB DESCRIPTION:

1041.05AR

PAYROLL ADMINISTRATOR

MINIMUM QUALIFICATIONS:

1. High School Graduate required – some College preferred.
2. 3-5 years payroll department experience
3. Ability to handle high volume / frequent deadlines.
4. Experience with automated payroll systems – MUNIS software experience preferred.
5. Detail / Accuracy / Deadline oriented
6. EXCEL proficiency required.

REPORTS TO: District Finance Officer

JOB GOAL: The Payroll Administrator is a critical, hands-on role responsible for ensuring that all district employees (certified and classified) are paid accurately and on time. This position involves managing the full, semi-monthly payroll cycle, maintaining compliance with federal/state regulations and district policy, and coordinating closely with the Retirement System.

PERFORMANCE RESPONSIBILITIES:

1. Execute Full-Cycle Payroll: Accurately process the semi-monthly payroll (15th and 30th) for multiple district locations and daycares using the MUNIS software system.
2. Data Integrity and Maintenance: Manage, verify, and input all payroll-related changes, corrections, and adjustments, including new hires, terminations, transfers, and retirements.
3. Complex Calculations: Perform and verify specialized payroll calculations for partial/full contracts, paid/unpaid leave, blended overtime across multiple positions, and substitute reports.
4. Deduction Processing: Process and reconcile all employee deductions, including withholding taxes, retirement contributions, and insurance; manage and complete payroll garnishments and levies.
5. Compliance and Reporting: Assist in the timely and accurate filing of all required monthly, quarterly, and annual reports for state/federal agencies (IRS, Retirement, Unemployment) and internal staff data reports.
6. Benefits and Leave Management: Reconcile Compensated Absences accruals to approved leave; accurately track employee hours to ensure Affordable Care Act (ACA) compliance.
7. Vendor and Billing Coordination: Process deduction billings for vendor payments and prepare school invoices for applicable payroll charges.
8. Employee Support: Serve as a primary point of contact for employee payroll requests, including employment verification, deduction questions, and disability documentation.
9. Confidentiality: Strictly maintain the confidentiality of all staff, payroll, and student information.
10. All other duties as assigned by the District Finance Officer.

TERMS OF EMPLOYMENT:

Compensation will be determined based on 260 days on the Board approved 116 salary schedules. This position requires an 8-hour workday.