

## Middletown, CT Job Description

<b>Classification Title</b>	Payroll Supervisor
<b>Job Code</b>	
<b>Department</b>	Board of Education
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to prepare and administer payroll and retirement for all Board of Education employees. ~~to e~~Coordinates employee benefits in accordance with collective bargaining agreements or individual employment contracts. ~~The work is performed under the direction of the Manager of Financial Operations.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- ~~Prepares salary projections for the annual budget; updates projections as necessary; Monitors budget and salary lines. Prepares various reports to administration, attorneys, state agencies and auditors. Prepares overtime reports, statistical and analytical data for reporting, budgeting and planning.~~
- ~~Oversees the entering of payroll information in accordance with collective bargaining agreements and independent employment contracts; Determines federal and state tax obligations for employees, W-2's, worker's compensation payments and other reporting.~~
- ~~Prepares State Department of Education reports on staffing, payroll, job duties, assignments, stipends and other statistical data as required.~~
- ~~Meets with all new employees to fill out paperwork including payroll deductions for federal withholding tax, state tax, FICA, Medicare, pensions, tax shelter annuities, union dues, sick time, direct deposit and any other payroll related questions that arise; Supervises payroll process. Makes adjustment to payroll records, salaries or current job duties. Posts payroll to financial accounts. Calculates overtime, sick/vacation/personal time, pensions, dues, insurance, annuity, flexible spending and other deductions. Researches and reports changes based on employment obligations.~~
- ~~Enters all new personnel into the computer system; Responds to Department of Labor unemployment claims, which includes representing the district at hearings and~~

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meetings. Researches unemployment regulations, confidential records and employment situations as needed.

- ~~Maintains and updates employee database accurately with personal and payroll related information; Prepares and monitors correspondence, inquiries and databases for employment verifications, annuity payments and disbursements, wage executions and other employee requests for payroll and financial information.~~
- ~~Maintains and updates certified employee sick, vacation and personal time balances;~~
- ~~Calculates and administers all salary adjustments, including new hire prorating, maternity leave, FMLA, workers compensation, retirements and resignations;~~
- ~~Supervises pPayroll Coordinator, substitute staff and student workers. ; pProvides instruction and training. ; pPlans, coordinates, assigns and reviews work; superviseswork. Supervises data entry, calculation, posting and reconciliation of deductions; supervisesdeductions. Supervises the distribution of various payments;~~
- ~~Enters and maintains Teachers Retirement Board pension fund for all administrators and certified staff;~~
- ~~Administers all special payrolls;~~
- ~~Provides required information for Connecticut State Department of Education reports;~~
- ~~Prepares, reviews and verifies analytical reports and information; investigates and resolves discrepancies in weekly payroll process;~~
- ~~Communicate and balance with Cash Manager at City Hall;~~
- ~~Prepares Quarterly Tax spreadsheet and employee count for submission to City Hall;~~
- ~~Receives and administers wage attachments; calculates amounts to be withheld, notifies employees and corresponds with involved parties as necessary;~~
- ~~Supervises the administration of workers compensation payroll benefits; coordinates with the Insurance/Benefits Coordinator~~
- ~~Coordinates and prepares year-end tax forms for employees~~

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- ~~• Prepares monthly overtime report for inclusion in the financial statement that is reviewed by the Manager of Financial Operations and the Board of Education;~~
- ~~• Prepares and responds to all employment verifications for outside agencies;~~
- ~~• Advises and provides interpretation regarding the application of all contracts to specific situations;~~
- ~~• Responds to requests for collective bargaining information from Manager of Human Resources and Manager of Financial Operations;~~
- ~~• Verify and sign all tax shelter annuity paperwork for distributions and deductions in accordance with the Plan;~~
- ~~• Prepare all Department of Labor Unemployment Division correspondence, verifications and appeals. Attends hearings as necessary. Works with the Manager of Financial Operations regarding all appeals;~~
- ~~• Works closely with Manager of Human Resources regarding new employees, transfers, educational degree changes, any other payroll related issues;~~
- ~~• Works with and prepares documents for auditors as necessary;~~
- ~~• Prepares yearly payroll calendar.~~
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

~~Bachelor's Degree in Finance and at least with five years of management experience in payroll/business. experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

#### Other

- ~~• Position requires possession of a valid Connecticut driver's license.~~

### PREFERRED QUALIFICATIONS

~~-None.~~

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### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform basic-high level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. ~~Requires Ability to use~~ discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, tax forms, benefit materials, contracts, checks, memos, technical operating manuals, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with supervisor and all payroll staff, other department staff, all Board of Education employees, benefit and insurance agencies and boards, and the public. Must possess strong research and organizational skills~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions. Ability to maintain confidentiality~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.

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- ~~Ability to E~~exercise good judgment and focus on detail as required by the job
- ~~Ability to O~~operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~use (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to C~~ompare data from a variety of sources for accuracy and completeness
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to r~~Reason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to M~~ake varied arithmetic computations rapidly and accurately
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~

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~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~

~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~

~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### WORKING CONDITIONS

*The working conditions 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.*

~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/11/15
<b>Dates revised</b>	

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