

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Payroll Director

Department: Business Affairs

Job Description

Date Reviewed: February 2024

Reports To: Finance Director

Grade: 502

Purpose of Job

The purpose of this job is to direct accounting and other fiscal services and perform managerial level accounting and supervisory functions to ensure that accounting, budgeting, and payroll records are maintained accurately and in accordance with generally accepted governmental accounting standards. Major areas of responsibility include coordinating fiscal services operations for the school system, interpreting and implementing fiscal policies and procedures, establishing internal controls for the district for payroll, reconciling and balancing accounts, preparing financial statements and reports, preparing and analyzing the payroll budget, records management, supervision of payroll staff, analysis of data and advanced problem solving.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Prepares and analyzes a wide variety of materials (e.g. financial statements, reports for auditors, Board of Education, County Commission, department administrators, and State Department of Education, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.

Researches financial topics (e.g. discrepancies, accounting guidelines, state guidelines, IRS guidelines etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.

Participates as a member of the departmental leadership team.

Makes recommendations regarding the establishment of policies, procedures and internal controls for the district.

Directs department's fiscal operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of achieving organizational objectives and ensuring compliance with legal, financial and district requirements within established timeframes.

Manages and supervises the payroll department to guarantee disbursement of bi-weekly payrolls and monthly payrolls for varying groups of exempt and non-exempt employees with multiple contract calendars for a payroll budget over \$400 million. Critically reviews and analyzes current payroll procedures in order to recommend and implement changes leading to best-practice operations.

Oversees and approves the payment of additional pay and stipends as submitted to the department ensuring that payments are within budget. Communicates actively with program managers to resolve any discrepancies and ensure the accuracy of payments, account codes and the timeliness of payment.

Directly involved in preparation of Health Care Information Forms for Individuals (Form 1095-C). Oversees preparation of other required federal documents such as W-2's.

Ensures accuracy of payroll data by periodically analyzing data.

Calculates, analyzes, and reports to leadership the payroll budget for general purpose, child nutrition, transportation, and insurance trust funds. Continuously monitors payroll budgets during the year for all payrolls.

Optimizes the contribution of the payroll staff through coaching, counseling and advising on workable solutions to business issues/problems.

Interprets and implements applicable district, state, and federal policies, laws and regulations regarding financial accounting.

Responsible for monthly closing. Reconciles and balances accounts for the General Purpose, Transportation, Capital Projects, Child Nutrition, Federal Projects, Extended School and Insurance Trust Funds and the General Fixed Assets Account Group. Runs diagnostic tools to verify system data, evaluates results and corrects as necessary.

Reviews reconciliation of child nutrition bank statements and provides other ancillary services for the Child Nutrition Department.

Acts as liaison between department end-users and information technology in the transition of information to new software applications.

Maintains a comprehensive working knowledge of the district's enterprise resource planning system (MUNIS). Performs a significant role in MUNIS system analysis, problem identification, and the recommendation of solutions to senior management and information technology.

Imports data into MUNIS system as necessary to maximize efficiency. Exports data from MUNIS system to use in data analysis.

Responsible for year-end close out procedures to include but not limited to:

- verifying that all entries have been made using appropriate revenue and expense recognition principles
- ensuring all supporting documentation for year-end information is accurate and maintained
- ensuring that all reports for auditors are prepared and maintained
- performing the close out process in the accounting software and validating that it functioned correctly

Maintains a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, etc.) for the purpose of providing an up-to-date reference and audit trail and ensuring compliance with retention standards.

Consults with Information Systems personnel and third party software vendors concerning necessary updates and changes and problems with existing software applications and enhancements to enable the department to work more efficiently.

Coordinates and implements plans to test payroll and accounting processes on new modules and quality assurance testing on new versions.

Provides technical assistance and guidance to all system users regarding use and functionality of the financial software package used by the school system. Coordinates problem resolution activities for the department with the software vendor.

Researches and resolves problems of the most complex difficulty pertaining to all aspects of fiscal services. Provides technical advice to staff, department heads and principals regarding accounting policies and procedures. Resolves issues pertaining to vendor payments.

Continuously analyzes operations to streamline accounting processes and improve efficiencies.

Cover for the Accounting Director in case of absence.

Executes two continuous improvement projects annually under the direction of the Finance Director or CFO.

Additional Job Function

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

A bachelor degree in accounting. CPA preferred. Experience equivalent to five years in accounting, preferably to include payroll experience, two of the five years must have been at the supervisory level, preferably within a local education agency. Functional knowledge of an enterprise resource planning software system (i.e. Lawson, MUNIS, Oracle, SAP) is required. Additional years of qualifying experience may be substituted for each year of the college requirements.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and general office practices as they pertain to the performance of duties relating to the job of Payroll Director. Has general knowledge of Business Office and general office practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date