

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

**Job Title: Payroll Manager**

**Department: Business Affairs**

**Grade M  
H.P.D. 8  
D.P.Y. 260**

**Job Description**

**Date Reviewed: August 2022**

**Reports To: Assistant Finance Director**

**Purpose of Job**

The purpose of this job is to provide management and leadership in the area of payroll and perform managerial-level accounting and decision making functions in a centralized accounting operation for a county wide school system using knowledge of governmental accounting principles and practices.. Major areas of responsibility include primary management and oversight of payroll operations and fiscal integrity related to a \$266 million payroll budget for varying groups of exempt and non-exempt employees with multiple contract calendars. The Payroll Manager performs advanced problem solving and decision making activities. The Payroll Manager manages the payroll team ensuring that all processes are executed appropriately and in a timely manner by conducting work planning, estimation and prioritization to optimize performance of team. The Payroll Manager also works with a variety of management level staff advising on payroll processes and providing information.

**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.**

Ensures that accounting and payroll records are maintained accurately and in accordance with generally accepted governmental accounting standards.

Responsible for the delivery of payroll in a timely and proficient manner by conducting work planning, estimation and prioritization.

Complete management of payroll staff to include training, evaluating, hiring staff, determining work duties and evaluating processes.

Active member of the district's calendar committee. Collaborates with and supervises Payroll Accountant in preparing employee calendars for 26 different groups of employees. Calendars identify scheduled schoolwork days, reporting periods, pay schedules, etc... Makes revisions to calendars throughout the school year as necessary.

Stays abreast of changes within the Tennessee Consolidated Retirement System, IRS and others and is able to interpret and apply the requirements to ensure that reporting is timely and in compliance with the requirements. Prepares monthly and quarterly reports for the Tennessee Consolidated Retirement System, IRS and others as required. Ensures payments for retirement are accurate and timely and reconciles balances related to retirement payrolls.

Fulfills role of district liaison with Tennessee Consolidated Retirement System related to questions on retirement status and creditable compensation. Oversees the communication of information to the Tennessee Consolidated Retirement System to include Tennessee Retirement Certifications.

Responsible for coordinating and conducting year-end close out procedures and new year processes, such as accrual processing and step increases.

Consults with Information Systems personnel concerning problems with existing software applications and enhancements to enable the payroll operations to work more efficiently.

Manages the reconciliation of the wage data and coordination of the printing and distribution of W-2's and 1095's annually. Responsible for ensuring timely electronic submission of W-2 and 1095 files by the payroll accountant and maintaining the documentation of successful transmission. Follows up on any discrepancies.

Keeps up to date and ensures compliance with all state and federal Wage and Hour laws and regulations that may impact the payment of wages.

Participates as a member of the departmental leadership team.

Maintains a comprehensive knowledge of the district's time and attendance software and ensures that the system functions properly and maintains accurate payroll information by acting as a co-administrator to the software program. Handle the administration of the electronic timekeeping system by ensuring that employees and codes are properly set up and that there is valid data transfer to the payroll system.

Manages effective communication and relationships between the payroll department and employees, other departments, schools and external entities.

Provides technical assistance and guidance regarding use and functionality of the financial software package used by the school system.

Maintains a comprehensive working knowledge of the district's enterprise resource planning system (MUNIS). Performs a significant role in MUNIS problem identification and coordinates problem resolution activities for the payroll 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. Provides assistance to auditors by identifying requested information and answering inquiries.

Maintains professional and technical knowledge by attending educational workshops.

Continuously analyzes operations to streamline payroll processes and improve efficiencies.

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

A Bachelor's degree in accounting or in a related field with 24 semester hours of accounting coursework. Experience equivalent to four years or more in accounting. One of the four years must have been in the business department of a local education agency. Additional years of qualifying experience may be substituted for each year of the college requirement. A Masters degree in a related field or a CPA certificate may be substituted for one year of the required experience. Functional knowledge of an enterprise resource planning software system (i.e. Lawson, Munis, Oracle) is required. Supervisory experience is desirable.

**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 Manager. 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 work with little direct supervision when necessary. 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.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines, which includes a computer, printer, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange financial and administrative information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Payroll Manager. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand relatively basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Payroll Manager.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

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

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

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Payroll Manager.

**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.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**