



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Payroll Manager
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8997
<b>Reports to:</b>	Director of Payroll
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

Manages the activities of a large, centralized payroll department in carrying out responsibility for U.S. payroll preparation/processing and one or more related responsibilities such as; tax reporting, benefits records, garnishments, administration, or payroll systems maintenance. Leads team initiatives and provides insight to third party vendors to ensure payroll accuracy and compliance. This position spends more than 75% of time performing payroll processing and related activities.

**Essential Functions:**

- Develops and controls all tasks necessary to accomplish the organization’s payroll processing objectives, including relationships with internal and external auditors and state and federal agencies
- Analyzes, prepares and inputs payroll data. Typically uses automated system to produce accurate and timely payroll. Ensures compliance with all applicable state and federal Wage and Hour laws
- Ensures timely processing/delivery of payroll cycles for hourly and salaried employees.
- Oversees and directs the processes of the complete payroll cycle to ensure deadlines are met with completeness and accuracy
- Reviews payroll register to ensure all entries have been captured and represented on the payroll accurately
- Ensures District compliance with Fair Labor Standards Act. Responsible for adhering to federal, state, and local laws/guidelines, monitoring any changes, and advising management on actions needed
- Reviews all manual checks for need, validity and accuracy
- Establishes and ensures compliance of clear policies and procedures to be communicated to all employees
- Runs and distributes various reports to management as needed
- Trains and develops payroll staff members
- Provides solid direction and instruction for payroll processes and concepts. Continually reviews processes to ensure the most accurate and efficient service is provided
- Assists employees with payroll related questions and issues as needed
- Maintains technical knowledge by attending educational workshops, studying professional publications, and participating in payroll related organizations
- Responsible for compliance with all state taxing agencies including both withholding and state unemployment taxing requirements

**Knowledge, Skills, and Abilities:**



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- Ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations
- Ability to write reports with proper format, punctuation, spelling and grammar
- Ability to speak effectively before groups of customers or employees of organization
- Ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision
- 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
- Ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference

**Experience:**

- 7+ years of payroll processing experience for a large company (5k+ employees)
- 7+ years of Payroll Management experience
- SAP payroll product experience preferred
- Experience processing hourly and salaried employees
- Experience processing court ordered garnishments

**Education:**

- Bachelors' degree or 7+ years of payroll experience or equivalent combination of education and experience business functions

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date



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\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***