

<b>Job Title:</b> Payroll Manager	<b>Wage/Hour Status:</b> Exempt
<b>Reports to:</b> Executive Director	<b>Pay Grade:</b> 105
<b>Dept./School:</b> Finance Services/Payroll Office	<b>Date Revised:</b> November 4, 2024

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**Primary Purpose**

Supervise and administer the payroll process and all federal and state tax compliance matters.

**Qualifications**

**Education/Certification**

Bachelor's Degree in accounting or related field

**Special Knowledge/Skills**

- Knowledge of appropriate Federal and State reporting guidelines
- Knowledge of accounting principles and the application of these principles to public school finance
- Knowledge of data processing applications
- Ability to interpret policy, procedures and data
- Ability to manage assigned personnel
- Strong communication, public relations, and interpersonal skills

**Experience**

Three (3) years' experience in a payroll environment

Three (3) years' experience as a supervisor

**Major Responsibilities and Duties**

1. Supervise the collection, process, data entry and reconciliation of time and attendance for the district employees.
2. Generate pre-payroll processing reports and supervise reconciliation of pre-payroll processing reports.
3. Maintain the Federal and State tax deductions for the district employees.
4. Generate semi-monthly payroll checks for the district employees.
5. Responsible for Direct Deposit Transmission.
6. Reconcile, generate, and submit Texas Retirement System (TRS) and EFTPS Electronic Tax Payment.
7. Supervise reconciliation and payment of payroll deductions.
8. Reconcile withholding tax records, 941, W/2, and Texas Workmen's Compensation.
9. Generate quarterly and year-end IRS and State Reports.
10. Generate monthly TRS deduction report and TRS 118 Retiree Report.
11. Coordinate with the Human Resource Department to ensure an accurate and timely payroll.
12. Provide training and support district wide regarding payroll and payroll reporting requirements and changes.
13. Supervise Assistant Manager and Payroll Staff.
14. Produce payroll schedules and production calendars.
15. Assist in the reconciliation of general ledger accounts.
16. Assist in completing monthly journal entries to the general ledger and journal entries for year end accruals.
17. Develop various information system reports to ensure timely and accurate reporting of data.
18. Perform other assigned duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise assigned personnel

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress and work with frequent interruptions, occasional prolonged and irregular hours. Prolonged use of the computer, repetitive hand motions.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.