

JOB DESCRIPTION

Job Title	Supervisor Payroll	Job Title Code	180261
Reports to	Assistant Director Disbursement Services	Wage/Hour Status	Exempt
Dept/School	Financial Services	Pay Grade	104
		Date Revised	July 14, 2025

Primary Purpose

Oversee the accurate and timely processing of employee payroll in compliance with district policies, IRS and TRS regulations, and federal and state labor laws. This position manages the payroll team, ensures compliance with tax reporting requirements, collaborates with Human Resources and Financial Services to verify the accuracy of employee data and funding sources, and serves as the primary point of contact for payroll-related inquiries and issue resolution.

Education/Certification

- Bachelor's Degree in Accounting or related field

Special Knowledge/Skills

- Knowledge of the Texas Education Agency (TEA) Financial Accountability System Resource Guide as required by TEA as it applies to payroll functions
- Strong understanding of payroll accounting principles and federal/state wage and hour laws (FLSA, IRS, TRS, etc.) Knowledge of rules and regulations mandated by federal, state and local agencies in payroll processes, reporting of wages and taxation requirements
- Ability to use data processing applications including word processing and spreadsheets
- Ability to interpret policy, procedures and data
- Strong analytical, communication, public relations, presentation, and interpersonal skills
- Ability to manage personnel
- Knowledge of Teacher Retirement System of Texas (TRS) guidelines, reporting and accountability requirements

Experience

- Three (3) years' experience in payroll
- Two (2) years supervisory experience

Major Responsibilities and Duties

1. Manage the complete payroll cycle, including time and attendance, salary calculation, tax withholding, and direct deposit.
2. Generate pre-payroll processing reports and supervise reconciliation of pre-payroll processing reports.
3. Generate semi-monthly direct deposit and payroll checks for all district employees.
4. Responsible for Direct Deposit Transmission to financial institution(s).
5. Ensure payroll compliance with TRS, IRS, FICA, State and Federal labor laws.
6. Familiarity with the Teacher Retirement System of Texas (TRS) guidelines, including contribution reporting and leave tracking.
7. Provide district wide training and support regarding payroll and payroll reporting requirements and changes.
8. Reconcile general ledger and payroll subsidiary ledger.
9. Interface with Technology Services team to test, develop, implement, and document and provide suggestions for future enhancements in software.
10. Gather, record, and analyze statistical data for benchmarking and evaluation.
11. Assist with special projects requested by the Board of Trustees, administration and the public.
12. Supervises reconciliation and payment of all payroll deductions.

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13. Reconciles withholding tax records, 941, W/2, and Texas Workmen's Compensation.
14. Prepare and submit quarterly and year-end IRS and State Reports.
15. Prepare and submit monthly TRS deduction report and TRS Retiree Reports.
16. Prepare monthly journal entries to the general ledger and journal entries for year-end accruals.
17. Responsible for participating in ongoing professional development activities to stay abreast of updates on rules and regulations in School Finance as mandated by the TEA.
18. Supervise and evaluate payroll staff responsible for data entry, reporting, and salary calculations.
19. Ensure accurate reconciliation and timely payment of all payroll deductions, including taxes, retirement, contributions, insurance premiums, and other authorized withholdings.
20. Collaborate with the Human Resources and Budget departments to verify employee data, job classifications, funding codes, and compensation changes to ensure accurate and timely payroll processing.
21. Develop various information system reports to ensure timely and accurate reporting of data.
22. Payroll schedules and production calendars.
23. Review payroll runs for accuracy, timeliness, and proper account coding before final submission.
24. Address employee inquiries and troubleshooting payroll issues in coordination with human resources.
25. Assist with system upgrades, process automation, and internal and external audits, involving payroll data.
26. Gather, record, and analyze statistical data for benchmarking and evaluation.
27. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Assist in supervising and evaluating the performance of accountants, accounting clerks, students, and other staff assigned to the Payroll Unit.

Equipment Used

Computer, printer, fax machine, scanner, copier, and calculator

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Work with frequent interruptions, maintains emotional control under stress; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

Terms of Employment

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

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: _____

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

Employee: _____



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Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

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.