

Job Title:	Payroll Assistant Manager	Wage/Hour Status:	Exempt
Reports to:	Payroll Manager	Pay Grade:	103
Dept/School:	Financial Services	Date Revised:	October 28, 2024

Primary Purpose

Ensure the accuracy and reliability of payroll data, promote operational efficiency, and encourage adherence to adopted policies, procedures, and regulations. Prepare financial and other reports, for the use of management, District stakeholders and other governmental agencies.

Qualifications

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
- Knowledge of generally accepted accounting principles and the application of these principles to public school finance
- 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' experience as a supervisor

Major Responsibilities and Duties

1. Supervise the collection, process, data entry and reconciliation of time and attendance for all district employees.
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. Generate TRS, IRS, State and Federal reports and payments.
5. Provide district wide training and support regarding payroll and payroll reporting requirements and changes.
6. Reconcile general ledger and payroll subsidiary ledger.
7. Interface with Technology Services team to test, develop, implement, and document and provide suggestions for future enhancements in software.
8. Gather, record, and analyze statistical data for benchmarking and evaluation.
9. Assist Executive Director of Financial Services with special projects requested by the Chief Business Officer, Board of Trustees, administration and the public.
10. 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.
11. 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

Working Conditions

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: _____

Approved: _____

Job Title: _____

Date: _____

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

Employee: _____

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.