



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

Position Title:	Director of Payroll
Payroll/Personnel Type:	12 Month
Reports to:	Chief Financial Officer

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. Payroll Director generally will have one or more Payroll Supervisors/Specialist as direct reports. Alternately, this employee will manage a, regional or sectional payroll and related activities in an organization that has multiple stand-alone payrolls reporting to a centralized payroll authority. Lead the team in initiatives and provide insight for third party vendor(s) to ensure payroll accuracy and compliance. The position reports to the most senior finance position. This position spends more than 50% of time personally 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
- Oversee the day-to-day operations of the payroll department
- 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
- Oversee and direct 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
- Ensure company compliance with Fair Labor Standards Act
- Responsible for adhering to federal, state, and local laws/guidelines and monitoring any changes; advising management on actions needed
- Review all manual checks for need, validity and accuracy
- Establish and ensure compliance of clear policies and procedures are communicated to all employees
- Run and distribute various reports to a variety of Directors, and Executive staff
- Plan and train for development of payroll staff members
- Provide solid direction and instruction for payroll processes and concepts
- Continually review processes to ensure the most accurate and efficient service possible is provided
- Assist employees with payroll related questions and issues as needed
- Maintain 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



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- Experience processing hourly and salaried employees
- Experience processing court ordered garnishments

Knowledge, Skills, and Abilities:

- 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:

- 10+ years of payroll processing experience for a large company (5k+ employees)
- 10+ years of Supervision experience
- SAP payroll product experience (preferred)

Education:

- Bachelors' Degree (preferred)
- 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:

