

TRIAD COMMUNITY UNIT SCHOOL DISTRICT # 2
JOB DESCRIPTION

POSITION TITLE: Triad Central Office Payroll & Finance Manager

CONTRACT PERIOD: July 1 – June 30 (start date to be determined)

REPORTS TO: Assistant Superintendent

POSITION SUMMARY: To assist the Assistant Superintendent in any task involving payroll, workmen's comp, district insurance, retirement payments, transfers of funds, flexible benefit plan, federal tax payments and unemployment.

QUALIFICATIONS

- The position requires knowledge of operations, services and activities of a comprehensive payroll and finance program
- The position requires computer literacy and working knowledge of financial software systems and Microsoft Office, Word, Excel and Outlook, the ability to communicate using email programs, and ability to understand and adhere to local, state and federal policies
- Preference to those who have graduated from an accredited college or university with a degree in Finance, Business Administration, Accounting or related field. Certifications or experience in a relevant field will also be considered.
- Strong organizational, analytical and interpersonal skills as well as verbal and written communication skills

DUTIES AND RESPONSIBILITIES

- Oversees all aspects of payroll including rules, laws, and policies associated with retirement systems (TRS and IMRF)
- Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, accounting, and payroll
- Supervises and participates in preparation and submission of various compensation-related reports, surveys and tax returns to Federal and State agencies
- Directs the installation and maintenance of accounting, timekeeping, payroll, inventory and other related procedures and controls.
- Supervises and maintains personnel records and any additional records which reflect employees current work assignment
- Maintains a current knowledge of State personnel policies, procedures, laws, rules, and regulations
- Responsible for timely filing completed reports as may be required under state law or regulations including: Retirement systems, Workers Compensation and Unemployment
- Implements internal budgeting systems, compliance procedures and other systems of control to enhance audit performance and reduce risk. Coordinate and prepare for the annual audit process
- Reviews financial statements with management personnel
- Oversees supervision of office staff management including: resolution of issues, coordinates meetings and agenda for office
- Supervises and communicate effectively with office staff and other district employees
- Other duties as assigned by the Superintendent and Assistant Superintendent.