



Position Description

Payroll Supervisor

*Salary Level: **Per Act 93 Contract***

*Contract/Benefits: **Per Act 93 Contract***

*Department or Area: **Business Office***

*Prepared Date: **August 22, 2025***

*Prepared By: **Jesse Walck, Executive
Director of Financial Planning***

*Approved By: **Will Seng, Executive
Director of Human Resources***

*Reports To: **Director of Internal Accounts and Systems***

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum level of educational achievement, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Associate's degree in accounting/finance or equivalent experience required; Bachelor's degree preferred.
2. Minimum five years' experience with payroll preparations and directing payroll processes; school district experience preferred.
3. Minimum two years leadership experience in accounting, business management, or related field in a school environment preferred.
4. Advanced knowledge and use of Microsoft Office software (Word, Excel) required for developing and maintaining correspondence and spreadsheets.
5. Experience required in PSERS reporting and reconciliation.
6. Experience initiating payroll related vendor payments, such as PSERS, health insurance, retirements plans, taxes, ect.
7. Experience working with collective bargaining contracts required.
8. Experience reconciling monthly payroll bank accounts.
9. Experience initiating ACH transfers.
10. Experience implementing electronic time keeping systems preferred.
11. Ability to interpret complex instructions and correspondence.
12. Ability to perform basic and advanced mathematical computations.
13. Ability to apply common sense understanding to instructions furnished in written and oral form.
14. Ability to communicate effectively, both orally and written.
15. Consistent record of satisfactory attendance and work performance.
16. Ability to establish and maintain rapport with staff, business associates and the general community.
17. Ability to recognize areas of concern relating to payroll issues and to communicate information to the Director of Internal Accounts and Systems and the Executive Director of Financial Planning.
18. Ability to work on multiple tasks and prioritize appropriately.
19. Ability to work independently with strong decision-making skills.
20. Satisfactory clearances, including criminal and child abuse clearances (Acts 34, 114, and 151).

Summary

Under the supervision of the Director of Internal Accounts and Systems, the Payroll Supervisor provides comprehensive support services in the Business Office. This classified position assumes main responsibilities for payroll functions in a professional, confidential manner. The position requires personal initiative and attention to detail while working with financial records.

Essential Duties and Responsibilities

1. Prepares, processes and maintains all activities necessary to process and generate a bi-weekly/semi-monthly payroll for ASD and APL employees; including but not limited to collection of input, analysis and preparation of input, data entry, balancing, and production of payroll reports.
2. Establish, implement, and account for all payroll deductions and maintain current deduction information, according to deduction documents and professional contracts. Prepare reports and remittance for payroll deductions, including, but not limited to, bonds, liens, and union dues.
3. Perform all activities necessary to closeout a calendar year and fiscal year, including but not limited to preparation of all applicable reports and generation of W-2s.
4. Prepare, file and pay all taxes and returns, including but not limited to, local earned income taxes, 941 Social Security and Federal Withholding, State Income Tax, Unemployment Tax, EMS Tax, Retirement Distribution, etc.
5. Review, analyze, and check payroll reports for accuracy and make necessary adjustments or corrections through journal entries or other established procedures.
6. Research and respond to employee and/or other governmental body (i.e. IRS) requests for historical payroll data; serve as a resource to division directors and other administrators, as well as, local school districts, in analyzing payroll problems or questions.
7. Maintain a close working rapport with Talent Management Department and interacts with Talent Management on all salary information in order to timely process changes to pay for employees that arise, including leave of absence, sabbatical, unpaid days or days deducted, supplemental contracts, payments of unused sick and more.
8. Reconciliation of employee time off and leaves.
9. Enrolls new employees into the PSERS retirement system. Maintains a record of part-time employee hours for retirement eligibility. Responsible for all retirement updates, such as leaves and retirements. Prepares all monthly retirement reports and fiscal year-end report.
10. Monitors PSERS communications and resolves issues as they arise.
11. Supervise and coordinate activities of payroll staff.
12. Perform reconciliation of payroll bank account monthly in coordination with payroll staff.
13. Reviews and updates payroll procedures to comply with the regulations of various government and reporting agencies.
14. Prepare pay schedules when school calendar is approved for upcoming school year.
15. Perform such other tasks and assumes such other responsibilities as assigned or delegated by supervisory personnel.

Note: This is a business essential position. As such, the employee will need to work during inclement weather and must schedule paid time off around the payroll schedule.

SUPERVISORY RESPONSIBILITIES

Directly supervises payroll office staff. Responsibilities include interviewing, recommending new hires, and training employees; planning and coordinating work; appraising performance; rewarding and disciplining team members; addressing complaints, and resolving problems; reviewing and revising job descriptions; and carrying out supervisory responsibilities in accordance with the District's policies and applicable laws.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Responds promptly to parent and vendor requests and informs supervisor; maintains confidentiality; listens to others without interrupting; shows reasonable control of personal emotions; speaks clearly in positive or negative situations; listens and solicits clarification; responds appropriately to questions; writes clearly and effectively; edits work for spelling and grammar.

Organizational Skills

Works within approved budget; conserves district/school resources; shows respect and sensitivity for cultural differences; follows policies and procedures; completes assigned tasks and reports correctly and on time.

Personal Competencies

Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; prioritizes and plans work activities; uses time efficiently; approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions; demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies supervisor feedback to improve performance; monitors own work to ensure quality; follows instructions, responds to supervisory direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies supervisor with an alternate plan; is consistently at work and on time; ensures work responsibilities are covered when absent; displays original thinking and creativity; meets challenges with resourcefulness.

Physical Demands

The physical demands described here are representative of those that must be met by an administrative secretary to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the person is regularly required to talk or hear. The person is often required to walk, climb stairs, and lift. The person is required to use hands to fingers or handle documents, telephone, etc. The person is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the secretarial evaluation procedure used by the Allentown School District.

Reviewed and read by: _____

Individual serving in this position

Date: _____