



Cicero School District #99

Job Title: *Payroll Manager*

Reports To: *Chief Financial Officer*

Position Summary

- Responsible for the accurate preparation and payment of all employees and all legally constructed payroll deductions as authorized by the Board of Education and local, state and federal codes and regulations.

Qualifications & Requirements

- Bachelor's degree in accounting or business or Associate Degree with professional certification such as that offered by the American Payroll Association or the Association of School Business Officials.
- Demonstrated proficiency in Excel
- At least 5 years of experience in electronic data processing payroll systems such as Infinite Visions, PeopleSoft, Skyward, Tremont, etc.
- Experience in processing payrolls of more than 1,000 people.

Duties & Responsibilities

- Manages and processes the biweekly payroll which includes contractual and unit payments (salary notices, timecards, tally sheets, payroll vouchers for additional earnings) and deductions. Enters all payroll data, runs payroll trials, balances, issues paychecks and processes payroll register.
- Manages track deductions for 403b with TPA Omni group.
- Process employee and employer pension forms (Illinois Teacher Retirement System, Illinois Municipal Retirement Fund & Social Security) and reports.
- Process electronic deposits and required monthly, quarterly and yearly reconciliations for all pension plans.
- Process employee voluntary and involuntary deductions: federal and state taxes, credit union, union dues, insurance, annuities, court ordered child support, wage garnishments, tax levies, optional TRS payments.
- Balances on an Excel spreadsheet: payroll, accounts payable checks, manual checks, miscellaneous monies and posts to Statement of Position.
- Prepares and/or verifies employee yearly salary notices.
- Provides information to the Human Resources Department for processing the Teacher Service Record.
- Coordinates with employee attendance clerk and Human Resource Department to process payroll close outs and deductions.
- Processes, balances and delivers all W-4's and W-2's for appropriate deduction and verification of state and federal payroll taxes.
- Reviews unemployment notifications and forwards to Human Resources Department for action.
- Establishes payroll processing calendars to coordinate with school calendar, and 9, 10 and 12 month employees.
- Responds and verifies any court requested (subpoenas) records for employee wage/payroll data.
- Processes and codes appropriate journal entries as required for all payrolls.
- Responsible for the distribution of all payroll checks.

- Educates and answers questions that staff may have relative to their payroll checks and gross vs. net payments.
- Assists in the equitable solution of complaints, concerns and problems in the area of payroll.
- Runs monthly, quarterly and yearly financial reports.
- Any other duties as assigned by the Superintendent or his/her designee.

Supervisory Responsibilities

Payroll Clerk

Working conditions

The job is performed under minimal temperature variations and is generally a hazard free environment.

Physical requirements

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting (should be able to lift up to 30 pounds), carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 10% walking, and 30% standing.

Terms of Employment

Start Date:

Hours: 7:30am – 4:00 pm

Work Year: 12 month

Compensation: As per schedule

Union Affiliation: Non Union

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.