



# Tipp City Exempted Village Schools

## *Vision*

Tipp City Schools, in partnership with the community, fosters a culture of learning that values tradition and innovation, empowering all students to be respectful and responsible citizens with integrity.

## *Mission*

Tipp City Schools cultivates positive relationships, embraces diversity, provides opportunities, and supports high expectations for every student.

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## Employment Opportunity Description **Payroll Manager**

This description may not have all the tasks and responsibilities that are expected of the individual(s) placed in this position for our school system, and, as with many professions, the terms outlined here are subject to change over time.

The **Payroll Manager** is responsible for facilitating smooth payroll delivery and associated employee compensation services. Additional competencies and details are provided below.

### **Essential Duties and Responsibilities**

- Follow administrative procedures and uphold Board policy
- Process and issue employee paychecks and statements of earnings and deductions
- Use computers and computer systems (including hardware and software) to set up functions, enter data, or process information
  - Sort through employee time, production, and payroll data from time sheets and other records
  - Compute wages and deductions, and enter data into computers and software programs
  - Compile, code, categorize, calculate, tabulate, audit and verify relevant payroll information
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies
- Process paperwork for new employees and enter employee information into the payroll system
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records
- Issue and record adjustments to pay related to previous errors or retroactive increases
- Support the monitoring and tracking of leave time, such as vacation, personal, and sick leave, for employees
- Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective bargaining agreement provisions
- Conduct verifications of employment, as needed to support the Executive Administrative Assistant
- Distribute/post and collect timecards each pay period
- Keep informed about changes in tax and deduction laws that apply to the payroll process
- Complete, verify, and process forms and documentation for administration of benefits, such as pension plans and medical insurance
- Prepare and balance period-end reports, and reconcile issued payrolls to bank statements
- Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate department directors
- Lead the administration of and training for the district's timekeeping systems
- Coordinate special programs, such as charitable campaigns (United Way, for example), that involve payroll deductions
- Complete required annual training via Public School Works
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human

beings

### **Minimum Qualifications**

- Completion of high school equivalency, recipient of high school diploma, or attainment of GED.
- Up to 2 years' experience in an accounting function
- Vocational training, related on-the-job experience or an associate degree is preferred

### **Physical Demands & Working Conditions**

- Physical Demands – While performing the duties of this job, the employee is regularly required to speak and hear. The employee is required to have dexterity of hands and fingers. Specific vision abilities required by this job include close vision, and ability to adjust focus. The employee is required to sit or stand for extended periods of time. They may be occasionally required to bend at the waist, kneel or crouch. While performing the duties of this job the incumbent is seated or walking at will and must be able to push, pull, lift and carry items under 25 pounds on occasion.
  - The physical demands described here are a representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.
- Working Conditions – Generally acceptable working environment with moderate exposure to disagreeable conditions and elements, including possible interactions with impolite and/or aggressive students and adults. Exposure to such conditions and elements may cause the environment to be disagreeable for moderate periods of time. There may be some consequences on psychological well-being and minor impact on physical safety. Accidents are improbable outside of minor injuries, such as cuts, scrapes, or bruises.

### **Payroll Manager Competencies: *Problem-Solving, Customer Service, Mathematical***

#### **Knowledge**

- Knowledge of Strategic Solutions scanning software
- Knowledge of Ohio's USPS Accounting Software
- Knowledge of MS-Office; especially knowledgeable with Microsoft Excel
- Knowledge of principles and processes for providing customer and personal services
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology
- Knowledge of arithmetic, algebra, geometry, calculus, and/or statistics, and their applications
- Knowledge of economic and accounting principles and practices, banking and the analysis and reporting of financial data

#### **Skills**

- Skilled in using mathematics to solve problems
- Skilled in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Skilled in understanding the implications of new information for both current and future problem-solving and decision-making
- Skilled in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Skilled in communicating effectively in writing as appropriate for the needs of internal and external audiences
- Skilled in understanding written sentences and paragraphs in work related documents

#### **Abilities**

- The ability to apply general rules to specific problems to produce answers that make sense
- The ability to choose the right mathematical methods or formulas to solve a problem
- The ability to monitor/assess performance of yourself, other individuals, or organizations to make improvements
- Abilities that influence the capacity to manipulate and control objects with fingers, hands, or limbs
- Abilities that influence visual, auditory, and speech perception
- Abilities that influence the acquisition and application of knowledge in problem solving

**The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district.**

## ***A TRADITION OF EXCELLENCE***

Tipp City Schools has high expectations for its students and employees. The district seeks to hire and maintain strong, passionate educators, administrators, and support team members who are committed to the district's vision and mission and equipped to provide a well-rounded education for all students. Tipp City Exempted Village Schools is committed to a work and school environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Board of Education expects that all relationships among persons in the district, including interactions with visitors and contractors, will be free of explicit bias, prejudice and harassment.

Tipp City Schools ensures equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. We prohibit any such discrimination or harassment, require reporting of all perceived incidents of discrimination or harassment, and protect against retaliation for reporting such incidents.

I, \_\_\_\_\_, hereby have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I agree to fulfill the work obligations during assigned work times. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor, a member of the hiring team department, or superintendent-designee. I have discussed any questions I may have had about this job description prior to signing this form.

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Employee (Signature) Date

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Supervisor/HR Department Staff/Witness (Signature) Date