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**Position:** Manager

**Assignment:** Payroll Manager

**Wage/Hour Status:** Exempt

**Reports to:** Director of Payroll

**Pay Grade:** AP660/230 days

**Dept./School:** Payroll

**Date Revised:** Spring 2025

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**Primary Purpose:**

Work under the supervision of the Director of Payroll to ensure accurate and timely preparation of payroll records and reports by following prescribed procedures and regulations.

**Qualifications:**

**Minimum Education/Certification:**

- Bachelor's degree from an accredited college or university, or equivalent combination of education, training, and experience in a Texas public school district

**Special Knowledge/Skills/Experience:**

- Three years of payroll accounting experience, or equivalent experience in a Texas public school district Finance/Business Office/Information Technology department.
- Knowledge of local, state, and federal requirements relating to payroll and reporting.
- Knowledge of payroll, accounting, and auditing principles.
- Ability to use software related to the position and to use MS Excel to use/develop spreadsheets to achieve the primary purpose.
- Ability to problem solve, organize, and prioritize work responsibilities.
- Ability to establish and maintain effective working relationships through effective communication and interpersonal skills.
- Ability to supervise personnel.

**Major Responsibilities and Duties:**

- Direct and control payroll preparation and production, including regular, special, and supplemental payrolls. Ensure accuracy of payroll data input and calculations and adherence to standards and procedures. Take steps to correct problems, delays, and inaccuracies.
- Develop and implement procedures to ensure timely and accurate processing of all payrolls and payroll reports.
- Process payoffs for district terminations and resignations.
- Process employee transfer forms. Make the necessary corrections in database or communicate with HR regarding any needed changes.
- Coordinate payroll operations with other accounting and data processing units, confer with other administrative and technical staff regarding changes, new systems, new processes and participate in developing, implementing, and testing procedures.
- Process and resolve direct deposit and other banking interactions.
- Create annual payroll schedule.
- Process annual employee time off awards.

- Interface with administrators, principals, directors, and staff regarding payroll related issues. Assist with the equitable resolution of payroll complaints, concerns, and problems.
- Provide training to payroll staff, department secretaries and other department personnel as needed.
- Maintain confidentiality of information.
- Other duties as assigned by the Director of Payroll.
- Select, train, and supervise Payroll Coordinators, Payroll Specialists and Payroll Clerks.

**Mental Demands/Physical Demands/Environmental Factors:**

- Standard office equipment including computer and peripherals and other instructional equipment
- Frequent prolonged sitting
- Repetitive hand motions; frequent keyboarding and use of mouse
- Occasional light lifting (less than 15 pounds)
- May work prolonged or irregular hours
- Work with frequent interruptions to meet established deadlines; maintain emotional control under stress

**OTHER:** All employees are to follow district safety protocols and emergency procedures.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

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Signature

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Date

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Print Name