

Position Title	Finance & Payroll Manager		
Department	Business Services		
Reports To	Chief Financial Officer		
Revised By	Chief Financial Officer	Date(s) Revised	6/18/26
Approved By	Director of Classified HR	Date(s) Approved	6/18/26

**SUMMARY:**

The Finance & Payroll Manager is responsible for overseeing the school district's payroll operations and financial accounting functions in compliance with all federal, state and local regulations. This position is responsible for timely and accurate processing of payroll, vendor payments and revenue collections, ensuring the integrity of financial records, regulatory compliance, and effective stewardship of district resources. The Finance & Payroll Manager provides leadership in administration of the financial systems and payroll processes while maintaining effective internal controls.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned***

- Supervises the payroll & accounting teams, including hiring, training, cross-training and evaluating employees.
- Oversees all payroll operations for district employees, including reviewing and reconciling payroll transactions for all wages, deductions and benefit contributions for all pay groups.
- Coordinates and prepares all payroll-related reporting requirements, including the preparation and timely filing of W2s, Federal and State Income Tax, Social Security, Medicare, Unemployment, KPERS, and Workers' Compensation reports.
- Monitors compliance with federal/state/local laws and regulations, along with district employment agreements and handbooks. Advises management on needed actions.
- Oversees general ledger activities, account reconciliation, and financial reporting.
- Collaborates with administrators, supervisors, and staff across departments by serving as a resource and subject matter expert; provides financial data, reports, records, analyses, and research to support operational and strategic decision-making.
- Coordinates the workflow of the payroll between Human Resources, Benefits, ICT, and Finance Departments.
- Prepares the district's annual 1099 preparation and review, including accurate tracking of independent contractors and taxpayer identification verification.
- Oversees the district's credit card receipting processes for student fees, activity funds, facility rentals, tuition, food service payments, and other district revenue sources, ensuring timely and accurate deposits and reconciliation.
- Ensure compliance with accounting standards, grant requirements, and district financial policies.
- Supports annual independent audits and coordinates required documentation.

- Develop and maintain effective internal controls related to payroll, accounting, accounts payable, and financial reporting.
- Other duties as assigned.

**EDUCATION AND/OR EXPERIENCE (REQUIRED AND PREFERRED):**

- Bachelor's degree from an accredited college or university in business or related field, with an emphasis in accounting.
- Five years progressively responsible experience in payroll processing, supervision, and ERP experience.
- Five years progressively responsible experience in auditing, finance, and accounting experience.
- Experience in public sector or school district finance preferred.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Thorough knowledge of payroll administration, accounting principles, and financial reporting.
- Knowledge and ability to utilize appropriate payroll software. Proficient knowledge of Excel and BusinessPlus desirable.
- Ability to collaborate with team members to implement the district's strategic plan and engage in solution building.
- Desire to continue career improvement by enhancing skills and job performance.
- Knowledge of school finance practices and governmental accounting standards preferred.

**SKILLS AND ABILITIES:**

- Ability to maintain a high level of professionalism and adherence to Board policy.
- Strong analytical, organizational, and problem-solving skills.
- Ability to interpret regulations, policies, contracts and collective bargaining agreements.
- Strong communication skills, both verbally and in writing.
- Ability to maintain confidentiality and exercise sound professional judgement.
- Ability to speak in front of large and/or small groups.
- Bilingual communication skills preferred.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must have the ability to travel in personal or school district vehicle.
- Must be flexible regarding scheduling, working conditions and location of work.
- May require some physical exertion.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*