

### **Job Description**

**Position Title:** Payroll Manager

**Location:** District Support Center

**Department:** Human Resources

**Reports To:** Human Resources Director

**Term:** Year-round position

**Schedule:** Mon-Fri Full-time 8:00-4:30pm.

Schedule changes in summer to allow for longer weekends.

**Salary:** Position follows the [Classified Salary Schedule 2025-2026](#) at C431.

Position offers competitive benefits package and paid leave.

**Date of last review:** October 2025

**SUMMARY:** Serving as a lead member of the Human Resources team, the Payroll Manager oversees all aspects of district payroll operations including contracted, hourly, substitute, and supplemental payments to ensure timely and accurate bi-weekly payroll processing and off-cycle payrolls on an ad hoc basis. The Payroll Manager is responsible for ensuring quarterly tax submissions, year-end and W-2 processes, 1095 reporting processes, and vendor payment processes are completed timely and accurately. The Payroll Manager will manage payroll components of the School ERP Pro system. The Payroll Manager works in close collaboration with the Systems Analyst to enhance data accuracy and efficiency through validations and custom reporting to streamline payroll workflows. Additionally, the Payroll Manager serves as a key contact for data requests and MIS03 state reporting.

**To Apply:** Please complete the application and include up-to-date, relevant submissions of your resume, a letter of interest, and three professional references.

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other duties may be assigned)*

#### **Collaboration:**

- Develops positive, effective working relationships with learners and staff.

#### **Communication:**

- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

#### **Compassion:**

- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.

*Creativity:*

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

*Critical Thinking:*

- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

*Reflection:*

- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

*Resilience:*

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

*Responsibility:*

- Leads the District's payroll functions and ensures timely and accurate delivery of payroll payments and related reporting requirements.
- Processes all professional staff offer letters and sets up salaries in HR system.
- Supervises the contract management of co-curricular staff.
- Manages quarterly tax filings, year-end reporting (W-2, 1095), and state MIS03 submissions.
- Serves as key contact for internal and external data requests, audits, and reporting requirements.
- Maintains contracts in School ERP Pro.
- Maintains professional staff letters for offer, issuance and management of contract payments in payroll.
- Serves as project leader for State MIS03 reporting and assists in PER02 reporting.
- Ensures publication of staff salaries on an annual basis.
- Maintains assignments in School ERP Pro and ensures accuracy of position control.
- Manages contract terminations.
- Provides work direction to Systems Analyst by scheduling processes, projects, reports and specifies data requirements, according to payroll and human resources demands.
- Manages the Systems Analyst in support of School ERP Pro.
- Leads benefit plans administration to support current and future business needs by developing strategies to promote and develop recruitment and retention of human resources.
- Directs benefit plans programs and serves as liaison to benefit consultant.
- Directs the annual benefits enrollment process.
- Partners with Benefits and Payroll Specialists to reconcile benefit statements.
- Ensures employee deductions and district benefit amounts are accurately taken, adjusted, and processed.
- Serves on the district's Insurance Committee.
- Maintains understanding of all processes and procedures related to the district's benefits, benefit providers, COBRA administrator, and FLEX/HAS plan providers.
- Ensures all employee changes, hires, and terminations are processed appropriately and within the confines of the plan document and rules.

- Maintains checks and balances to ensure work is completed timely and accurately within the team.
- Leads the separation notification processes.
- Assists with contracts and agreements with benefit vendors.
- Serves as payroll processing backup.
- Seeks to grow in knowledge area by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.

***PHYSICAL DEMANDS AND WORK ENVIRONMENT:*** *The physical demands and work environment 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.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~30 pounds.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.

***EDUCATION AND/OR EXPERIENCE:***

- Bachelor's Degree in Accounting, Human Resources, Business Management, or directly related field.
- Demonstrated advanced technical expertise and experience in payroll.
- Demonstrated expertise in benefit program management.
- Advanced knowledge and operational efficiency in Microsoft Excel, as well as proficiency in the wider Microsoft suite of products.
- Demonstrated experience in large-scale data management.
- Demonstrated experience in manipulating data from multiple systems in Excel for usability and crosschecks.
- CPP or SHRM-CP or PHR is preferred.
- Experience with School ERP Pro is preferred.
- Experience working in a school setting is preferred.
- Experience with people management is preferred.
- Experience with training is preferred.

***LANGUAGE SKILLS:***

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

***OTHER SKILLS AND ABILITIES:***

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

***SUPERVISORY RESPONSIBILITIES:***

- Provides work direction for the Systems Analyst, Payroll Specialist, Benefits Specialist, and other team members as applicable.