

Butte School District No. 1

Human Resource Department

111 N. Montana Street • Butte, Montana 59701 • Phone (406) 533-2506 Fax (406) 533-2521

VACANCY ANNOUNCEMENT

October 11, 2022

POSITION: **Payroll Supervisor**

GENERAL DUTIES: Supervises and coordinates activities of employees engaged in recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls by performing the following duties:

QUALIFICATIONS: Associates Degree or equivalent from a two-year college or technical school with coursework in Accounting/payroll;

- Or a minimum of three years related experience and/or training;
- Or equivalent combination of education and experience.

WHERE TO APPLY: Applicants should apply online at www.bsd1.org . In compliance with the ADA Amendments Act, should you have a disability that requires assistance and/or reasonable accommodation with the job application process, please contact the Human Resources department at 406-533-2506, or email haydenal@bsd1.org .

DEADLINE: Applications must be submitted by noon, Thursday, October 20, 2022.
Late or incomplete applications will not be considered.

School District No. 1 is committed to employ only U.S. citizens or aliens authorized to work in the United States.

Butte School District #1 is an Equal Opportunity Employer. Butte School District #1 ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Butte School District #1 has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

Copy to: Board Trustees
All District Buildings
BTU
BSD Website
US Nat'l Labor Exchange

BUTTE SCHOOL DISTRICT NO. 1 111 North Montana Street Butte, Montana 59701	JOB DESCRIPTION
Position Title: PAYROLL SUPERVISOR	
Classification: CLASSIFIED/CLERICAL (non-union)	Number: E-29

QUALIFICATIONS:

- Associates Degree or equivalent from a two-year college or technical school with coursework in Accounting/payroll;
- Or a minimum of three years related experience and/or training;
- Or equivalent combination of education and experience.

PREFERRED QUALIFICATIONS:

- Experience working in a school district
- Experience working with multiple bargaining units
- Knowledge of insurance, union dues, and miscellaneous payroll deductions

RESPONSIBLE TO: Director of Business Affairs

GENERAL DUTIES: Supervises and coordinates activities of employees engaged in recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls by performing the following duties:

- SPECIFIC DUTIES:**
1. Administer the school district's payroll process
 2. Records all payroll functions including employee setup, rates of pay, deductions and benefits
 3. Records new or changed pay rate in payroll register or computer files
 4. Directs computation of pay according to district policy
 5. Directs compilation and preparation of other payroll data such as pension, insurance, and payroll deductions
 6. Prepares teacher, administrator, certified substitute, and other payrolls as assigned
 7. Responsible for direct deposit and positive pay transmittal for each pay period
 8. Interprets district policies and governmental regulations affecting payroll procedures
 9. Prepares and submits all state and federal government reports
 10. Prepares and reviews all payroll to ensure accuracy
 11. Issues written and oral instructions
 12. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures
 13. Studies and standardizes procedures to improve efficiency of subordinates
 14. Adjusts errors and complaints; including the calculation of retroactive payments
 15. Prepares and reconciles monthly, quarterly, and year-end reports
 16. Prepares periodic reports and related correspondence, collecting and summarizing information, and establishing and maintaining follow-up systems as required
 17. Updates control spreadsheets with latest payroll information
 18. Maintain and update teacher and administrator leave records. Supervise calculation and update for all other employees
 19. Maintain computer system for compliance with local, state and federal statutes for tax table changes
 20. Calculates teacher's retirement payouts and reviews all others. Compile and process required paperwork
 21. Provide information and set up insurance and flex plan deductions
 22. Prepare income verification on all certified staff
 23. Act as District liaison with annuity companies and health insurance carriers
 24. Prepare and balance W-2's and file necessary reports
 25. Prepare 1099-R's for retired personnel
 26. Direct the payment of monthly liabilities associated with payrolls
 27. All other duties as assigned by the Director of Business Affairs

Approved by: _____ Judy Jonart, Superintendent	Original Date: 02/02	Revised: 12/15, 10/22
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SUPERVISORY RESPONSIBILITIES

Is responsible for the overall direction and coordination of this unit. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

***QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each specific 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.*

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None

***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.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

***WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American 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 individual currently holding this position and additional duties may be assigned.