

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Payroll & Benefits Supervisor

QUALIFICATIONS:

1. **Education/Certification:** Associate degree in business or accounting or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:**
 - a. Experience in computerized payroll systems, benefits administration and other human resource related functions.
 - b. Ability to work independently with a high degree of accuracy and organization.
 - c. Must be team oriented with excellent interpersonal and communication skills.
 - d. Must be willing to participate in ongoing in-service training as requested.
 - e. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: School Department Business Manager/Municipal Comptroller

JOB GOAL: To contribute to staff moral through the prompt and accurate preparation and processing of the municipal and school payroll and the administration of employee benefits.

PERFORMANCE RESPONSIBILITIES:

1. Prepares and computes all municipal and school payrolls, making deductions for all taxes, retirement, insurance, and other necessary deductions.
2. Prepares and maintains all necessary payroll reports including all monthly, quarterly, and yearly federal and state reports.
3. Remits all taxes and payroll deductions in a timely manner.
4. Reconciles bank and related statements as requested, directed, and/or required.
5. Assists all personnel with enrollment and preparation of required forms, including insurance and other payroll deduction forms.
6. Prepares all individual contracts.
7. Maintains personnel files on all employees.
8. Maintains record of employee leaves and absences.

Job Description
Payroll Supervisor (continued)

9. Assists in the preparation and development of the annual budget as requested, directed and/or required.
10. Performs other duties as assigned by the Business Manager and Superintendent.

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

Willingness and ability to work with others, to share and cross-train in order to promote the concept of 'teaming' and 'a team approach' in order to meet the needs of the office.

TERMS OF EMPLOYMENT:

8 hours per day/260 days per year

Compensation in accordance with recommendations established by the Superintendent of Schools and Business Manager.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Business Manager will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Job Description
Payroll Supervisor (continued)

School Board Approved: December 12, 2006