

SALEM R-80 SCHOOL DISTRICT

TITLE: *Payroll Supervisor*

QUALIFICATIONS:

- 1) Basic knowledge of state/federal taxes, labor laws, and reporting requirements.
- 2) Working knowledge of computers and other office machines.
- 3) Ability to organize records and maintain an accurate filing system.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

- 1) Prepare payroll for certificated and non-certificated staff and maintain payroll records for the district.
- 2) Report and maintain records on retirement systems, employee annuities and payroll deductions, Social Security, Medicare, and state and federal taxes for each employee. Prepare annual tax statements for each employee.
- 3) Work with Superintendent on preparation of salary schedules for annual budget.
- 4) Maintain all personnel records and application files.
- 5) Complete all workers' compensation and unemployment reporting and record keeping.
- 6) Responsible for all information relating to payroll and retirement for yearly audit and Governmental Accounting Standards Board.
- 7) Record all sick, personal, professional, and vacation leaves for each employee.
- 8) Prepare and maintain yearly contracts for certificated and non-certificated employees.
- 9) Demonstrate proficiency in the use of technology.
- 10) Perform other duties and assume other responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT: 260/261 days. Salary and work year to be established by the Board of Education.

EVALUATION: Performance evaluated annually by the Superintendent based on fulfillment of performance responsibilities.