

ST. MARY'S COUNTY PUBLIC SCHOOLS SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

PAYROLL AND FISCAL SYSTEMS COORDINATOR

POSITION: Payroll and Fiscal Systems Coordinator

REPORTS TO: Assistant Superintendent of Fiscal Services and Human Resources

LOCATION: Department of Fiscal Services

NATURE OF WORK:

This is a skilled professional position with responsibility for the direct coordination and oversight of all aspects of payroll management for the school system. The Coordinator must maintain full knowledge and understanding of each negotiated agreement and collaborate with site administrators and staff regarding payroll matters, to include being responsible for planning, organizing, and controlling all aspects of the school district's payroll functions and integrated database functions. The Coordinator will perform confidential, complex, financial report writing and database tasks of payroll and the related integration with accounting, personnel budgeting, absence management, and human resources. This includes but is not limited to the direct oversight and management of every aspect of a comprehensive centralized payroll system providing a full scope of application support to the general ledger from the payroll database. This position reviews, formulates, designs, and implements operations, policies, and procedures for the payroll office coordinating activities both within the department, the organization, and outside agencies and entities, to include the Internal Revenue Service, Comptroller of Maryland, Commonwealth of Virginia, Maryland State Retirement Agency, Social Security Administration, and the Maryland Department of Education. The position will be responsible for the oversight of other special projects, which may include coordinating, implementing, and enhancing a variety of school and district-wide financial software applications.

ESSENTIAL FUNCTIONS:

- Responsible for the supervision, daily operation, and coordination of the work performed within the Payroll Office;
- Review proposed negotiated agreement contract language pertaining to payroll and benefits, performing database testing, and implementing payroll and leave changes based on ratified contracts;
- Perform maintenance, testing, documentation, and enhancements of payroll and its efficient and seamless integration with accounting, human resources, absence management, timekeeping, and related systems;
- Facilitate proper processing of time and attendance for employee pay;
- Analyze and update payroll data, while maintaining detailed audit records;
- Manage every aspect of a comprehensive, centralized payroll system along with various integrated applications, to include setting up multiple pay calendars and importing multiple pay scales, and processing bi-weekly payroll for all employees;
- Ensure that the payroll system and processing practices are regularly being assessed for fraud prevention on behalf of both the employee and the school district;
- Ensure the accurate preparation and reporting of various payroll information to third parties including but not limited to W-2's, 941 quarterly payroll tax returns, Maryland Unemployment Wage reports, Multiple Worksite reports and Maryland State Retirement Agency reports;

- Compile and upload W-2 data files to the IRS;
- Monitor tax law changes, ensure the update of tax tables and testing of related calculations;
- Remain abreast of current trends in benefits and federal and state laws (such as but not limited to Affordable Care Act, 403(b), Section 125 plans) and they pertain to payroll pre and post tax and withholding limits;
- Researches and recommends new alternatives or modifications to benefits;
- Collaborate with the Department of Human Resources on employee attendance and position control;
- Maintain a working knowledge of the intricacies of the negotiated employment agreements to ensure all employees are paid accordingly;
- Work in collaboration with the benefits office to coordinate the timing of obtaining and implementing annual benefit rate changes, as well as mid-year retroactive withholdings due to leave without pay, potentially resulting from FMLA or other employment related events;
- Performs the calculations and analysis of payroll withholdings in comparison to statistical and historical data to ensure accuracy of data processing;
- Completes reconciliations of terminated employees contracted salary;
- Works through third party administrators for 403(b) and Maryland State Retirement reporting;
- Develops and prepares manuals required to guide activities of payroll and the accounting of absences for administrative, technical, and support personnel who maintain financial systems and record financial data;
- Recommends and coordinates a variety of financial software and application improvements, implementation, upgrades, utilization, and troubleshooting with the Department of Information Technology;
- Reviews and coordinates with departments and schools, services based financial data and systems for integrity, query, reports, forms design, coding, scheduling, and internal controls;
- Coordinates proper accounting procedures for payroll, maintains maximum financial controls to assure that transactions processed by the Department of Fiscal Services are in compliance with local Board policies, Internal Revenue Service regulations, State and Federal laws;
- Prepares presentations and attends Committee and School Board meetings, as directed;
- Coordinates special projects that may include research and/or fiscal software programs to enhance fiscal compliance;
- Provide in-person payroll and other fiscal compliance training and technical assistance to departments and schools;
- Confers with the Department of Human Resources throughout an employee's FMLA absence; coordinate employees' return-to-work procedures impact on pay; ensure employee FMLA absence and payroll deductions are accurate;
- Facilitate the implementation and enhancement of a variety of school and district-wide financial software applications; and
- Maintains a working knowledge of the daily operations of the benefit office, including administration of all insurance and retirement plans, to serve effectively as a backup.

DUTIES AND RESPONSIBILITIES:

- Reviews and approves payroll transactions inclusive of salary adjustments, attendance, contract payoffs, workers' compensation, and employee benefits;
- Coordinate the maintenance of the position control system;
- Reviews develops, and implements procedures to improve workflow and accountability for payroll, and position control;
- Troubleshoots financial software and applications;

- Coordination, implementation, and fiscal support point of contact for all school and student based financial software;
- Monitor eFinance audit trails for accuracy, recommending journal entries, assist with forecasting and budget monitoring as applicable;
- Interact with management information systems personnel on a regular basis to develop, modify, or implement financial software programs and applications;
- Perform complex pay calculations, to include calculation of gross and net pay, recognition of taxable vs nontaxable fringe benefits;
- Ensure compliance with the Fair Labor Standards Act for the pay of exempt vs non-exempt employees;
- Ensure compliance with the Federal and State minimum wage rates;
- Ensure compliance with both the Maryland Department of Labor overtime calculation regulations and related special rates set by the school district, such as emergency pay;
- Answer telephone calls and emails; responding to requests for information;
- Analyze, calculate, and determine appropriate involuntary deductions for wage levies, child support, and garnishments per legal court orders;
- Analyze and perform complex calculations to calculate wage adjustments, in accordance with the multiple options provided in the negotiated employee agreement, for over and/or underpayment of wages and ensure appropriate documentation is maintained for audit purposes;
- Process voluntary wage deductions for charitable contributions;
- Provide guidance to school district administrators on potential compensable time issues and alternatives for compliance with the Fair Labor Standards Act;
- Process school district approved leaves, resignations, staffing changes, new hires, retroactive salary placements, position control, and personnel budget changes;
- Conducts on-site internal reviews of payroll operations for compliance with policies, regulations, and laws;
- Resolve inquiries and complaints from employees arising from interpretations of payroll regulations;
- Approve issuance of special payroll checks;
- Maintain Maryland State Unclaimed Property listing in compliance with regulations and reporting;
- Maintain 403b and 457 employee contributions to ensure compliance with IRS annual contribution limits;
- Research, analyze, develop, and implement changes to payroll related school district policies and procedures;
- Maintain Sick Leave Bank transactions to include input and maintaining approved Sick Leave Bank allotments and absence entries;
- Maintain Sick & Safe leave accruals and payouts;
- Perform research and prepare various reports and data analytics as requested and to support the reconciliation of payroll general ledger accounts;
- Responsible for the preparation, verification, and distribution of payroll checks;
- Take the initiative to keep abreast of changes in local, state, and federal laws, changes in Board policy, and negotiated contract language as they pertain to payroll functions;
- Ability to analyze and interpret new statutes and rules and maintain compliance;
- Available to conduct immediate on-site financial investigations and audits;
- Submit remittance amounts for Maryland State Retirement, Federal, and State Tax payments;

- Accurately maintain the school district's payroll system to include the correct retirement affiliation, pretax retirement contribution, state, and federal tax information, pay rates, association dues, and employee direct deposit accounts and amounts;
- Monitor payroll system compliance with School Board policy and procedures, association contracts, State statutes, Maryland State Retirement Agency, and Federal laws;
- Collaborate with the association officers to calculate association dues deductions;
- Evaluate the payroll system's internal controls and procedures, recommend changes as needed to ensure the safeguarding of assets; identify and initiate appropriate accounting procedures to prevent or correct errors or irregularities;
- Serves as the backup for the Supervisor of Accounting;
- Demonstrate ability to read, analyze and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrate ability to write reports, business correspondence, and procedure manuals.
- Demonstrate effective interpersonal skills with the ability to interface diplomatically with other administrators, teachers, parents, students, Board members, support staff, colleagues, and outside professional contacts.
- Demonstrate ability to work with and apply mathematical concepts; ability to define problems, collect data, establish facts, and draw valid conclusions.
- Prepares, mails, and files various state and federal forms; and
- Performs other duties or special projects as directed.

QUALIFICATIONS:

- A Bachelor's degree from an accredited university or college with a major or concentration in accounting, business administration/management, computer science, or finance is required; Master of Business Administration and/or Certified Public Accountant degree/license preferred.
- Ten (10) years of experience in accounting and centralized payroll systems required, to include experience in the following:
 - Managing every aspect of a comprehensive, centralized payroll system, to include setting up multiple pay calendars and importing multiple pay scales (both front and back end payroll database experience).
 - Data query writing and creating ad-hoc reports to include preparing data files for import or export to/from various applications and the ability to decipher data files.
 - Integrating absence management systems, time and attendance stand alone systems with a payroll system.
- One (1) year of experience with providing a full scope of application support to the general ledger from the payroll database.
- Two (2) years experience working with Federal and State laws and regulations pertaining to payroll, to include Maryland State Retirement Agency, 403(b), and 457 plans, and negotiated labor contracts.
- Two (2) years audit experience preferred.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the Supervisors and Administrators personnel salary schedule— Range B.

BARGAINING UNIT ELIGIBILITY: SMASA