

**ROCKFORD PUBLIC SCHOOL DISTRICT #205**  
**Job Description**

**Job Title: Director of Payroll**

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**Job Code:**  
**Department: Payroll**  
**Supervisor: Executive Director of Finance**  
**Date:**  
**FLSA Status: Exempt**

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**PURPOSE OF THE POSITION:** Plans, organizes and manages the activities and staff of the Payroll Department which includes ongoing payment of all district employees, coordination of benefits and reporting to state and federal agencies. Monitoring the internal controls, seeking ways to implement technology and providing data to finance and other departments. Assuring compliance with Board of Education policy, federal and state payroll laws and with contractual and bargaining unit agreements.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises payroll manager.

**DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. In addition to the requirements listed below, regular attendance is an essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

1. Ensures that all actions are in concert with the Board policies as well as the mission statement, beliefs, objectives and parameters found in the Board's strategic plan.
2. Carries out such additional duties as required or as conditions necessitate.
3. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
4. Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.
5. Plans, organizes, and manages the accurate and timely preparation of payroll.
6. Ensures accurate and timely submission of reports and disbursements to governmental agencies of payroll withholdings and taxes.
7. Oversees the proper reporting and remitting of all payroll deductions.
8. Oversees the proper handling of court required deductions following applicable state and federal laws.
9. Investigates, recommends, and implements innovative and more efficient ways to conduct payroll activities for the District.
10. Serves as consultant to District staff regarding payroll laws, ordinances and policies and procedures; advises and assists District staff regarding best ways to handle reporting of district employee time and attendance.

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11. Performs annual and monthly reporting requirements to all taxing bodies as well as the two state retirement plans.
12. Work closely with benefits department to maintain accurate insurance codes and proper employee pay deduction.
13. Work closely with the benefits department to assure proper handling of employees on sick leave or worker's compensation.
14. Continually identifies and implements process improvements, making best use of existing system and adding systems that will work in concert.
15. Assumes any other duties as may from time to time be delegated by the supervisor and the supervisor may make any adjustment in the scope of responsibilities as outlined above which will be in the best interest of the school district.
16. All administrative actions must be in concert with the mission statement, beliefs, objectives and parameters found in the strategic plan of the Rockford Board of Education.

### **QUALIFICATIONS:**

Bachelor's Degree from an accredited college or university in accounting, finance or a related field or equivalent 3-5 years of payroll supervisory experience. Experience within a union environment a plus.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

The position requires experience in the design, implementation and maintenance of effective internal controls, assuring integrity between the Human Resources Department and Payroll. Considerable knowledge of accounting principles is required, assuring accurate recording of transactions generated by Payroll. Proficient communication skills, both oral and written, are necessary.

### **WORKING CONDITIONS:**

Moderate in-district travel as well as intermittent in-state and out-of-state travel. Intermittent prolonged and irregular hours of work.

### **PERFORMANCE STANDARDS:**

### **OTHER:**

This job description describes duties and responsibilities which are representative of the nature and level of work assigned to the position. The identified duties and responsibilities are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

The job description does not constitute an employment agreement between the school district and employee and is subject to change by the school district as the needs of the school district and requirements of the job change.

### **Physical Aspects of the Position (Check all that apply)**

1.	<i><b>Climbing</b></i> – Ascending or descending ladders, stairs, scaffolding ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
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2.	<b>Balancing</b> – Maintaining body equilibrium to prevent falling when waling, standing or crouching on narrow, slippery or erratically moving surfaces.
3.	<b>Stooping</b> – Bending body downward and forward by bending spine at the waist.
4.	<b>Kneeling</b> – Bending legs at knee to come to a rest on knee or knees.
5.	<b>Crouching</b> – Bending the body downward and forward by bending leg and spine.
6.	<b>Crawling</b> – Moving about on hands and knees or hands and feet.
7.	<b>Reaching</b> – Extending hand(s) and arm(s) in any direction.
8.	<b>Standing</b> – Particularly for sustained periods of time.
9.	<b>Walking</b> – Moving about on foot to accomplish tasks, particularly for long distances.
10.	<b>Pushing</b> – using upper extremities to press against something with steady force order to thrust forward, downward or outward.
11.	<b>Pulling</b> – Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
12.	<b>Lifting</b> – Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and required the substantial use of upper extremities and back muscles.
13.	<b>Finger use</b> – Picking, pinching, typing or otherwise working, primarily with the fingers rather than the whole hand or arm as in handling.
14.	<b>Grasping</b> – Applying pressure to an object with the fingers or palm.
15.	<b>Talking</b> - Expressing or exchanging ideas by means of spoken word. Those activities in which you must convey detailed or spoken instructions to other workers accurately, loudly or quickly.
16.	<b>Hearing</b> – Perceiving the nature of sounds. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds such as when making fine adjustments on machinery.
17.	<b>Repetitive Motions</b> – Substantial movements (motions) of the wrist, hands, and/or finders.
18.	

### The Physical Requirements of the Position (Check one)

1.	<b>Sedentary Work</b> – Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, push, pull or otherwise move objects, including the human body. Sedentary Work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
2.	<b>Light Work</b> – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rate for Light Work.
3.	<b>Medium Work</b> – Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
4.	<b>Heavy Work</b> - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move

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		objects.
5.		<b><i>Very Heavy Work</i></b> – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**The visual acuity requirements including color, depth perception and field of vision  
(Check one)**

1.		<b><i>Machine Operations</i></b> – inspection, close assembly, clerical, administration. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, or visual inspection.
2.		<b><i>Mechanics</i></b> – Skilled tradespeople – This is a minimum standard for use with those whose work deals with machines such as power tools, lathes and drills.
3.		<b><i>Mobile Equipment</i></b> – This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high equipment.
4.		<b><i>Other</i></b> – This is a minimum standard basis on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

**The Conditions the Worker will be subject to in this position (Check all that apply)**

1.		The worker is subject to inside environment conditions.
2.		The worker is subject to outside environment conditions.
3.		The worker is subject to both environmental conditions. (Activity occurs inside and outside)
4.		The worker is subject to extreme heat or cold for periods of greater than one hour.
5.		The worker is subject to noise which would cause them to have to shout.
6.		The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, chemicals, etc.

**Approvals:**

Supervisor Name (print) \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Employee Name (print) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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