HAMLET m. HERNANDEZ

*Superintendent*

RACHEL SEXTON

*Assistant Superintendent*

DONALD A. NEEL

*Chief Operating Officer*

**BRANFORD PUBLIC SCHOOLS**

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**ANNOUNCEMENT**

The Branford Board of Education is seeking a Payroll Supervisor and invites qualified and interested candidates to apply.

**Title:** Payroll Supervisor

**Department:** Central Office

**Reports To:** Chief Operating Officer

**Starting Pay:** Salary is negotiable based on education and experience.

**Position definition:** This position is an integral member of the Talent Services team, with emphasis on the training, development and supervision of District payroll processes. Position will also support the Senior Accountant with various finance functions.

**Supervision received:** Receives overall direction from the Chief Operating Officer (COO) who shall outline general policies, assign duties and review work for conformance with standards. Performs regular duties on own initiative, exercising a high degree of judgment and tact.

**Examples of essential duties:**

* Independently and completely processes payroll, no less than quarterly, to provide backup capacity for payroll operations.
* Supervises Payroll Coordinator; providing instruction and training and ensuring accurate payroll processing.
* Responsible for the Coordination of all payroll functions and oversees payroll staff to ensure district payroll is accurate and complete utilizing the MUNIS financial and electronic timekeeping systems.
* Establishes the payroll schedule
* Manages the preparation and completion of all monthly, quarterly and year end payroll functions.
* Manages and prepares information required for specific state and federal documents or reports i.e., GAAP, TRB, MERS, 403b, 1095, 941, W-2 etc.
* Prepares reports and data sets including but not limited to budget projections, salary agreements, leave calculations, payroll histories and ad hoc analyses.
* In coordination with the Talent Services team, calculates special pays, wage and salary adjustments, and pro-rations.
* Reviews and releases payroll changes utilizing the Personal Action function in MUNIS.
* Conducts monthly bank reconciliations for central funds.
* Prepares Medicaid reimbursement claims and cost reports.
* Reviews school nutrition reimbursement claims for accuracy.
* Prepares all Department of Labor UE Division payroll data reports.
* Recommends and implements procedures to improve payroll and financial operations
* Other duties as assigned

**Minimum qualifications required:**

1. Bachelor of Arts or Science degree in Accounting, Finance or other related disciplines.
2. Minimum of 7 years of payroll experience preferably within a school environment.
3. 3 or more years of supervisory experience.
4. Experience with MUNIS Human Resources and Payroll software modules preferred.
5. A combination of education and experience that demonstrates the abilities to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

**Knowledge, skills, and abilities:**

* Must be able to quickly acquire a proficiency in district software applications MUNIS, Time Clock Plus and Talent Ed.
* Advanced knowledge of Microsoft office software i.e., Word, Excel, Outlook, and Power-Point.
* Possesses a though understanding of standard payroll and human resources data elements and relationships sufficient to permit effective research and report generation.
* Ability to write clear and concise business correspondence and instructions.
* Ability to resolve problems and deal with a variety of situations where only limited precedent or standardization exists.
* Ability to organize projects, prioritize workflow and complete multiple tasks simultaneously and accurately.
* Demonstrates independent judgment, initiative and tact in dealing with staff and the public.
* Ability to interpret a variety of instructions furnished in written, oral, and diagrammatic or schedule form.

**License or certificate:** A Connecticut Motor Vehicle Operator’s license is desirable.

**Physical, *mental exertion*/environmental conditions:** There is regular intermittent exposure to computer screen. Performs duties in an office environment. May be required to lift and move weights up to 20 pounds. Uses repetitive motions in operating office equipment, including keyboards, calculators, fax machines and copiers. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. Adaptive technology may be used.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.