

EMPLOYEE SERVICES MANAGER

Classification: Non-Licensed Administrator

Location: District Office

Reports to: Exec. Director, Finance & Business Services

FLSA Status: Exempt

Employee Group: NCAA

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

Part I: Position Summary:

Provides leadership and strategic vision in planning, directing, and coordinating activities involved with planning, processing, and reporting of payroll and benefits, including development and implementation of related business policies and processes, as well as ensuring compliance with relevant laws and regulations. This position may also participate in developing related financial information, reporting, and budgets.

Part II: Supervision and Controls over the Work:

Performs under the broad guidance and administrative supervision of the Executive Director of Finance & Business Services. Work is controlled and/or guided by general accounting procedures, state statutes and administrative code, audit findings and recommendations, professional practice, school and district policies and procedures, and directions and expectations as established by District leadership. The Fiscal Services Manager is expected to exercise sound judgment, initiative, and effective decision making in managing and supervising payroll, employee benefits, and is responsible for the accuracy and reliability of these functions.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Supervision and Management: Performs the full range of supervisory responsibilities over payroll & benefits staff to include recruitment, screening, interviewing, selection, induction and orientation, training, evaluation, grievance handling and resolution, and when necessary, addressing misconduct or performance issues. Manages the payroll & benefits functions to include establishing goals and objectives, setting expectations and priorities, assigning work, creating quality and internal controls, reviewing and approving work, and periodically assessing the overall effectiveness of the office.
2. Payroll Administration: Directs and oversees all payroll, benefits, leave, and payroll related transactions, maintenance of payroll data in the financial management system, and timeliness and accuracy of payroll processing.

3. Benefits Committee: Is a member of the NCSD's Benefits Committee, attends all meetings and helps guide and inform discussions in planning, evaluating and developing benefit offerings.
4. Planning and Programming: Stays abreast of federal, state, and local requirements in all areas of payroll & benefits. Develops and recommends policies and procedures to maintain and improve a high quality, responsive and legally sufficient department.
5. Budget Development: Coordinate with the accounting team in the development of the District's annual budget on matters related to payroll and benefits.
6. Collective Bargaining: May participate in planning and preparing for collective bargaining. Participates in discussion of bargaining issues, develops and prepares reports to support bargaining concerning pay, benefits, supplemental payments, etc. May participate at the bargaining table when issues are addressed that have or depend on payroll knowledge and operations.
7. Administration of Enterprise Resource Planning system: Will serve as backup system administrator to the District's ERP. May grants access to system users, defines rights, initiates fiscal & calendar year end processes, and may serve as a point of contact with the software provider for troubleshooting errors and establishing process improvements. Collaborate with Human Resources. Meets with HR administrators to discuss best practices for upcoming work and communication between departments.
8. Software selection: Researches, recommends, and implements software programs for ancillary accounting processes including Student Body Accounting, time card systems, and credit card processing.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree in business, accounting, or related field.
3. Minimum (5) five years of experience in payroll and benefits and/or financial management.
4. Able to operate general office, accounting tools, computers and office software programs.
5. Skill in managing and applying automated payroll and accounting practices and procedures.
6. Excellent oral and written communication skills
7. Strong analytical ability.

8. Ability to organize and prioritize work and perform effectively under pressure.
9. Ability to work independently with minimal supervision.
10. Ability to maintain confidentiality.
11. Ability to establish and maintain effective working relationships with staff and outside agency personnel.
12. Demonstrated ability to work collaboratively with different stakeholders within an organization.

Part V: Desired Qualifications:

Prior successful management or supervisory experience of payroll and benefit functions.

Prior experience with public education accounting and/or system administration.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control, decorum and professionalism.