

HAZLETON AREA SCHOOL DISTRICT

Position Description

POSITION TITLE: Payroll Supervisor

DATE: March 27, 2025

DEPARTMENT: Business Office

REPORTS TO: Assistant Business Manager

LOCATION: Administration Building

POSITION GOAL:

Supervise process and maintain all payroll functions of the district in accordance with School Board Policy and State and Federal laws and regulations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Administer all aspects of the payroll system, meeting payroll timelines and maintaining adequate controls.
2. Process biweekly, summer and variable payrolls, verifying accurate deductions, and maintain all payroll records.
3. Reviews all new employee information, status changes and terminations in the human resources/payroll management system. Ensures employee demographic and contract/job information is correct and up to date.
4. Process all deposits of employee and employer withholding deductions as required by law.
5. File all required federal, state and local agency reports.
6. Administers PSERS retirement records and all required reporting and payments, including those related to purchase of time and researching old records. Supports current and former employees regarding PSERS related inquiries.
7. Coordinate, prepare and process the fiscal and calendar year rollovers.
8. Prepare and maintain controls for computer data base including leave accrual rates, negotiation agreement changes, payroll tax changes and salary adjustments.
9. Receive, research and respond to inquiries from the Board of School Directors, Supervisors and employees.
10. Provide assistance to employees with payroll concerns.
11. Prepare and participate in concise financial and employee information for reports for negotiated labor contracts and memorandum of understandings.
12. Compile, extract, and analyze payroll data to assist management in salary budget preparation.
13. Supervise Payroll Associate.
14. Collaborates and communicates effectively with the H/R Dept. with concerns regarding employee leaves and any changes with health benefits. This roll includes consistent involvement with the Frontline system and making sure exceptions are resolved before running the following pay. This includes managing the Time Clock system.
15. Maintain HSA payroll deductions for all employees and proving reports to our Health Benefits Broker for each pay.
16. Contact person with all aspects regarding our accounts with AFLAC, Horace Mann and maintaining the FSA employee enrollments.

17. Maintaining 403(b) Plan Service Agreements by reconciling and finalizing 403(b) payments through third party administrators. Main contact for all correspondence with our 403(b) Financial Institutions.
18. Regular attendance is an essential function of this position.
19. Maintain a procedures manual for this department, reviewing annually and submit any revisions to Assistant Business Manager at time of evaluation.
20. This position description does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

QUALIFICATIONS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. Associates Degree Required, Bachelors preferred, advanced training and related experience required.
2. General knowledge of payroll, benefits and bookkeeping procedures.
3. Strong clerical skills, including organizational skills, with the ability to meet deadlines and maintain confidentiality.
4. Ability to communicate clearly and concisely, both orally and in writing.
5. Proficient computer skills, including word processing, spreadsheets and database.
6. Current Act 24 (82), Act 34, Act 114, Act 151, Act 168 clearances and pre-employment drug testing and physical with TB test required.
7. The person, while performing in this position, will be required to:
 - a. Use hands to finger, handle, or feel objects, tools or controls; and talk or hear;
 - b. Sit and occasionally be required to stand, walk, stoop, kneel and crouch;
 - c. Have specific vision abilities to include close vision and the ability to adjust focus;
 - d. Subject to inside office environmental conditions with moderate noise level;
 - e. Have the ability to lift and/or move up to 25 pounds; and
 - f. Possess effective communication, judgment, mathematical, planning and human relations skills, and to meet deadlines with severe time constraints.

TERMS OF EMPLOYMENT:

1. 12 months; 8 hours per day.
2. Salary according to the agreement between the Board of School Directors and the Non-Classified Employees and benefits according to the agreement between the Board of School Directors and the Administrative Employees Management Team Compensation and Evaluation Plan.

VERIFICATION:

The undersigned have read and concur with the information contained in this position description.

Position Holder _____ Date _____

Supervisor _____ Date _____

Approved: _____ Date _____

The Hazleton Area School District is an equal
opportunity employment, educational and service organization.