

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

PAYROLL SUPERVISOR

Minimum Qualifications:

- Bachelor's degree in Business Administration preferred or Associates Degree with extensive accounting or payroll experience
- Experience and proficiency in using electron spreadsheets, word processing, data base applications and Microsoft Office suite
- Experience in using and supporting employee information systems
- Previous supervision experience preferred
- Ability to work cooperatively with others
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies
- Such alternatives to the above qualifications as the Board may find appropriate

FLSA Classification: Exempt

Reports To: Assistant Treasurer

Job Objectives:

To assist the Treasurer and Assistant Treasurer in the day to day payroll operations of the ESC of Central Ohio

Responsibilities and Essential Functions:

“The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.”

- Supervises payroll department employees and provides guidance on day to day matters
- Assists payroll staff with:
 - Verification of hourly and annual salaries
 - Preparation of individual earnings data for computer input
 - Maintenance of records on individual payroll deductions
 - Actual processing of payroll from time sheets and computer files
 - Processing of approval leave requests
 - Preparation of reports pertaining to payroll, i.e. taxes and deductions
- Responds to information requests
- Works cooperatively with other Center administrators and staff members
- Prepares data reports as requested

- Participates in professional development to maintain current on new rules and regulations affecting the payroll system
- Works cooperatively with employees and payroll staff to resolve payroll issues and questions
- Performs other specific job-related duties as directed by the Treasurer or by his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

January 2020