

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date: 4/16/2025
Title: Payroll Manager
Reports To: CFO/Treasurer
Employment Status: Full-time
Days: As Determined by the CFO/Treasurer
FLSA: Non-Exempt

REQUIRED QUALIFICATIONS

- A minimum of three (3) years of experience with the Uniform School Accounting Software (USAS) and Uniform School Payroll System (USPS) within the State Software systems.
- Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP).
- Proficiency in Microsoft Excel for data analysis and reporting, along with experience using Microsoft Word for document preparation.
- Strong attention to detail with the ability to maintain accurate and complete records.
- Excellent written and verbal communication skills.
- Proven ability to collaborate effectively with colleagues and external partners.
- Demonstrated discretion in handling confidential information.

GENERAL DESCRIPTION

The Payroll Manager oversees all payroll operations, ensuring accurate and timely employee compensation while maintaining compliance with federal, state, and local regulations. This role is responsible for processing payroll, managing employee records, handling tax reporting and benefits deductions, and addressing payroll-related inquiries. Additionally, the Payroll Manager collaborates with human resources to streamline processes, support other departments, and implement payroll procedures that align with organizational goals. Strong attention to detail, knowledge of payroll processes, and the ability to work efficiently within time constraints are essential for success in this role.

ESSENTIAL FUNCTIONS/SKILLS

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.

- Maintain all monthly, quarterly and annual reports, employee W-2 forms, OBES reports, retirement system records and reports, payment of all payroll taxes and completion of all required reports
- Input/process all new employee information into USPS system, including contract information and salary notification
- Process all employee payroll information pertaining to termination/retirement
- GAAP – prepare information needed for GAAP reporting
- Assist with annual audit
- Maintain accurate record of employee sick leave, personal leave and vacation leave
- Send employee enrollment forms for retirement/other in a timely manner
- Maintain accurate record of all employee deductions
- Maintain proper account codes, issue wage change notices, issue job calendars
- Maintain and complete all staff EMIS reporting
- Assist auditors by providing requested statements and information
- Other duties as assigned by CFO/Treasurer

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with others
- Wears work attire appropriate for the position
- Accepts responsibility and exhibits a positive outlook
- Takes initiative and exhibits a service mentality, responding to internal and external client requests
- Participates in professional development that is relevant to the position
- Operates standard office equipment, including computers, word processing, spreadsheets, and communication software
- Stays current on technology issues and initiatives
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS

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

- Adjust work hours necessary to complete duties
- Occasional exposure to blood and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

EVALUATION

Performance of this job will be evaluated by the CFO/Treasurer according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority, or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.