

# Director I – Payroll Processing Supervisor

## Position Details

Job Code: U7100

Reference Code: A726

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

---

## Position Summary

This position is responsible for overseeing employee and vendor payroll processing and garnishments and wage attachments to ensure they meet federal, state, and Nevada Revised Statutes (NRS) requirements for all Clark County School District employees. This position is responsible for the oversight and implementation of all payroll processing requirements, including The Fair Labor Standards Act (FLSA) and managing and executing payroll processes and systems in order to ensure payroll processing occurs in an accurate and timely manner. The person selected for this position is directly responsible to the Director III, Payroll and Benefits Department, Business and Finance Unit.

---

## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Oversees the HCM system processing of payroll documents for all employee groups. Responsible for managing HCM custom processes and identifying payroll processing system errors.
2. Ensures control totals of final payroll production are accurate.

3. Collaborates with HCM technical resources to plan, develop, and implement reconfiguration, break fixes, or new HCM development. Coordinates with all associated business owners to facilitate end to end testing.
  4. Responsible for HCM payroll processing control configuration and modifications.
  5. Develops, implements, and maintains HCM payroll standard operating procedures.
  6. Supervises and schedules work assignments for assigned staff.
  7. Selects, trains, and evaluates the performance of assigned staff.
  8. Prepares and processes computations and deduction implementations of the Internal Revenue Service (IRS), family support, student loan wage attachments, garnishments, and levies in compliance with NRS and federal requirements.
  9. Maintains W-2s and W-4s in a manner consistent with federal requirements for all employee groups.
  10. Prepares and balances payroll summaries.
  11. Computes and processes wage attachments and levies in accordance with state and federal laws and regulations.
  12. Communicates with administration and staff regarding payroll policies and procedures.
  13. Ensures compliance with District regulations concerning payroll requirements.
  14. Functions as the Payroll department representative at grievance and arbitration hearings, as needed.
  15. Prepares or directs the preparation of reports on own initiative or as directed.
  16. Manages fiscal areas of responsibility, as needed.
  17. Performs other duties related to the position, as assigned.
- 

## **Position Expectations**

1. Knowledge of District policies and regulations, NRS statutes, and collective bargaining agreements for all employees, as related to payroll.
2. Ability to analyze problems, suggest solutions, and implement resolutions.
3. Knowledge of personnel practices, procedures, and techniques related to payroll.
4. Knowledge of payroll accounting practices and procedures.
5. Ability to perform mathematical computations and statistical analyses.
6. Ability to ensure the accuracy of detailed information.
7. Ability to research and analyze statistical data.
8. Ability to communicate effectively in oral and written form.

9. Ability to interact positively and effectively to solve problems by listening, thinking creatively, and finding solutions within the context of regulations and/or other compliance requirements.
  10. Ability to create original reports, correspondence, and procedures.
  11. Ability to conduct in-service training.
  12. Ability to meet predetermined deadlines.
  13. Ability to plan, organize, and prioritize work assignments.
  14. Ability to exercise judgment when to act independently and when to refer situations to a manager or supervising administrator.
  15. Ability to plan and coordinate work of others in terms of needs and particular tasks.
  16. Ability to work cooperatively with employees, other agencies, and the public.
  17. Ability to recognize hazards and apply safe work methods.
- 

## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university in Accounting, Finance, or a related field or currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

None specified.

### **Experience**

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Five (5) years' experience payroll experience.
3. Minimum of two (2) years large-scale HCM administration experience.

### **Preferred Qualifications**

None specified.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 04/01/22
- Created: 12/18/08