**PAYROLL SUPERVISOR**

Downingtown Area School District is seeking a dynamic supervisor to effectively run its payroll department. The successful candidate is experienced in payroll and administration with strong attention to detail.   Ensures that processes and procedures related to attendance, payroll support and analytics are completed in a timely and consistent manner.  Wants to be part of a team whose mission is to educate and shape the minds of children in the DASD community.

Responsibilities:

* Manage all aspects of payroll and serve as the key contact and administrator of payroll, including best practices, communication and auditing
* Work with Human Resources to develop and maintain procedures and programs to assist employees
* Work with the Business Office to ensure proper budgeting of funds and tax filings
* Perform bi-weekly payroll processing and reconciliations for approximately 1600 employees; research and resolve all payroll inquiries and ensure payroll policies are followed
* Research and communicates changes in state and federal payroll tax requirements
* Liaison to State Pension system and assist employees with retirement information

Key Skills:

* Self-starter with a high level of professionalism, confidentiality and attention to detail
* Proficient in Microsoft Excel and Word
* Ability to effectively utilize software systems and programs for HR and payroll
* Outstanding organizational skills
* Excellent attention to detail and ability to identify issues and errors
* Must be an independent worker with the ability to prioritize in a fast-paced work environment
* Bachelor’s degree required or a minimum of 5 years related work experience
* Knowledge of Pennsylvania Department of Education employee retirement and PA tax laws helpful

To join our successful team, please complete the on-line application on our website at [**www.dasd.org**](http://www.dasd.org) .  **Job Posting # 2891 App. Deadline: 5/4/2018.**

EOE