TMC JOB DESCRI PTI ON

POSITION:	Payroll Supervisor	GRADE: 11
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LOCATION: Headquarters

REVI SED: 2-4-11

SUPERVISED BY: Vice President of Finance CLASSIFICATION: Full-Time/ Exempt

POSITION(S) SUPERVISED: Payroll Clerk, Filing Clerk, and Computer Operator

SALARY RANGE: Wage Scale available on TMC website or with Corporate H.R. Dept.

BENEFITS: Employee Benefits available on TMC website or with Corporate Benefits Dept.

ROLES AND RESPONSI BI LI TI ES: Responsible for the payment of the payroll for TMC staff and preparation of applicable governmental reports.

- 1. Service Agency Annual Report.
- 2. Prepare U.S. Census Report on a monthly basis.
- 3. Prepares Report for the U.S. Department of Labor Occupational Employment Report.
- 4. Prepares Texas Workforce Commission Follow Up Report.
- 5. Prepares Organizational Report for U.S. Labor.
- 6. Prepares Ohio Annual Report of Funds.
- 7. Prepares Agency Quarterly Reports.
- 8. Assist in W-2 & 1099 filing.
- 9. Prepares the Electronic Federal Tax Deposit for all Programs.
- 10. Verifies and approves request to process all employees' liabilities.
- 11. Generate pension Plan Eligibility status of all employees becoming eligible.
- 12. Monitor cash account for Head Start on a daily basis.
- 13. Prepare and request cash needs from Payment Management System.
- 14. Prepare General Journals.
- 15. Monitor Bank Statement for all programs.
- 16. Responsible for the analysis of various general ledger accounts.
- 17. Prepare depreciation schedule for new fiscal year.
- 18. Maintain exemption status form for IRS and State Comptroller on agency's 501C3.
- 19. File annual supplemental information return (IRSGen-7090).
- 20. Assist on renewal application for all insurance.
- 21. Abides by all safety work rules and actively participates in the Risk Management Program.

The above statements are not a complete list of all roles and responsibilities performed by employees in this job. Employee may perform other related roles and responsibilities as assigned by their supervisor.

MINIMUM QUALIFICATIONS/ EDUCATION:

- 1. High School Diploma or equivalent.
- 2. Demonstrated knowledge of federal and state regulations and proven ability to interpret and implement regulatory revisions into agency policy.

- 3. Three (3) to Five (5) years of experience related to payroll and benefits for a medium sized organization (200+ staff).
- 4. Ability to perform payroll duties at a high level or reliability and proficiency.
- 5. Must have good PC skills and experience in word processing (Word), spreadsheet (Excel), and database (Access).
- 6. Ability to work extended hours (when required).

PREFERRED QUALI FI CATI ONS/ EDUCATI ON:

- 1. Associate Degree in Business.
- 2. Three (3) to Five (5) years general Accounting experience.
- 3. Prior Head Start/non-profit organization experience
- 4. Bilingual in Spanish/English

CONDITIONS OF EMPLOYMENT:

Employment will require successful completion of a post-offer and pre-employment physical exam, TB test showing absence of Tuberculosis, pre-employment alcohol and drug screen, employment and personal reference check, and a criminal background investigation check. The corporation also requires a declaration statement from the prospective employee prior to employment which lists all pending and prior criminal arrests and charges related to child sexual abuse and their disposition, convictions related to other forms of child abuse and neglect, and all convictions of violent felonies. Employment is also subject to a 180-day introductory period to monitor employee performance. If hired, the prospective employee must present documentation at the time of hire to establish their identity and employment eligibility as required by Immigration and Naturalization Services. Employee must be able to travel, to operate a licensed motor vehicle, have access to a dependable motor vehicle and possess a valid state driver's license. Employee must have and maintain a satisfactory driver's record. Employees working with children must be able to lift 40 lbs. and must be able to bend, stoop, and move swiftly.

If requested, reasonable accommodations will be made for persons with disabilities for any part of the employment process in accordance with the Americans with Disabilities Act of 1990.

POSITION APPROVED BY:	APPROVED DATE:	
	Vice President of Human Resources	

POSITION APPROVED BY: ____

President/ CEO

APPROVED DATE: _____

TMCIS AN EQUAL OPPORTUNITY EMPLOYER