



## Director of Payroll Job Description

New Schools for Alabama is hiring a Director Payroll to lead the payroll services for our charter school back office clients across the state. This is a key role that works directly with our CFO, Director of Accounting, and most importantly, our charter school founders.

### Organizational Background and Mission

At New Schools for Alabama, we believe every child has a fundamental right to attend a quality school offering a safe, supportive, and academically challenging environment. Unfortunately, abundant evidence shows that far too many students in Alabama today do not have access to such a school, especially students of color and students in low socioeconomic communities.

New Schools for Alabama was established to rectify this injustice. We will do so in an inclusive, collaborative manner, by recruiting high-caliber leaders to establish new schools in underserved communities and by fostering a policy environment that supports the growth of excellent charter schools in high-need areas throughout the state. We are a 501©3 nonprofit, public charity organization created to serve kids in Alabama.

**Our mission is to support the growth of excellent charter schools in Alabama to ensure that every child has access to a quality public education.**

### Overall Responsibilities

The Director of payroll will be responsible for the following:

- Effectively demonstrate an interest in educational equity and share in the belief that all children deserve high quality educational opportunities.
- Manage payroll (coordinate/code/enter/process) monthly payroll to ensure timely and accurate direct deposits for employees.
- Work directly with each charter school in the back office program as the primary point of contact for all payroll related issues.
- Oversee payroll staff (full time and contracted) in the preparation of monthly payrolls.
- Reports directly to and works closely with the CSFO to support the mission of the NSFA back office program.



- Manage all monthly payroll vendor payments, to include dental insurance, vision insurance, health insurance, retirement, garnishments, etc.
- Oversee the processing and uploading of monthly retirement files with the Retirement Systems of Alabama.
- Oversee the processing and uploading of PEEHIP files with the Retirement Systems of Alabama.
- Process required payroll tax deposits for all federal and state withholdings.
- Prepare quarterly payroll tax returns (Federal 941, State A-3 and State Unemployment)
- Prepare annual W-2 statements and submit files to federal/state agencies.
- Assist with preparation of the annual budget for each charter school
- Oversee the processing and uploading of the annual LEAPS (personnel) file to the ALSDE.
- Maintain the Nextgen payroll system and oversee the accuracy of payroll and leave balances.
- Maintain and oversee the Harris Employee Self Service portal for each back office client.
- Work with back office clients to support them during personnel decisions, including calculations for mid-year hires and terminations.
- Work closely with the CSFO and the back office clients to ensure the proper expenditure coding of all school personnel.
- Maintain confidentiality and client information with the utmost care.

### Experience & Qualifications Preferred

- Undergraduate degree in finance, accounting, or similar.
- Demonstrated experience in Alabama public school system payroll and a thorough knowledge of the Nextgen payroll system
- Basic proficiency with Excel and Word
- Prior experience managing a work team is a plus

### Work Location

This position is a remote job, managing a remote team of payroll professionals. Occasional travel may be required to charter school clients in the state.



## Compensation

NSFA provides a competitive full-time salary and extensive benefits including paid time off, 401k match, and fully covered healthcare premiums.

Interested candidates can apply [here](#).

New Schools for Alabama is an equal opportunity employer. We celebrate diversity and are committed to providing an inclusive environment for all employees.