



**La Joya Independent School District**  
**Business, Finance & Administrative Services**  
200 West Expressway 83  
La Joya, Texas 78560  
Telephone (956) 323-2052

**School Board**  
*Julian Alvarez III, President*  
*Anita Chavez, Vice-President*  
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*Celso Gomez Jr., Member*  
*r. Rosalva Hernandez, Member*  
*Dr. Carlos Margo, Member*  
*Jessica Ochoa, Member*

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## **JOB DESCRIPTION**

**Job Title: Executive Director of Payroll and Employee Benefits**

**Wage/Hour Status: Exempt**

**Reports to: Chief of Business, Finance & Administrative Services**

**Dept./School: Business, Finance & Administrative Services**

**Initiated Date: March 2025**

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### **WHO WE ARE**

La Joya Independent School District (ISD) is committed to excellence for students and our community. We have a strong, 100-year, legacy in the Rio Grande Valley. The district's vision - Educational Excellence: The Right of Every Student - conveys our urgent focus on students.

Our work is rooted in five district priorities, which require collaboration and deep commitment to one another as we serve the community.

1. Customer Service
2. Trust & Transparency
3. High-Quality Instruction
4. Excellence in Leadership
5. Integrity & Accountability

We are focused on ensuring every student in La Joya ISD has access to a high-quality, best-fit, schools as we work to improve from a B-district to an A-rated district. We serve more than 22,000 students in more than 30 schools and span six municipalities, covering more than 220 square miles.

### **WHO WE ARE LOOKING FOR**

We are seeking an individual who can lead a department with not only strong leadership, but with the knowledge and expertise necessary to successfully organize, direct and supervise the District's payroll and employee benefits operations for the District, ensuring that all activities are effective, efficient, and in compliance with all state and federal requirements and Board policies; continually monitoring internal controls, processes and procedures to ensure that all operations are effective and efficient. This individual will analyze financial and technical reports, interpret and evaluate staff reports, study and apply applicable laws, regulations, and codes, be responsible for identifying solutions for complex financial and administrative issues, explaining, interpreting and applying District and department policies and procedures.

### **WHY LA JOYA ISD**

You will be joining a district that is building on a legacy of achievement while rapidly improving and creating systems to reach new heights for student outcomes and improving the overall operational efficiency and effectiveness of the District. You will receive intentional, targeted support in your important roll in serving the Business, Finance and Administrative Services Department of the District. We are also a district focused on continuous improvement and rigorous analysis of the policies and procedures we have in place to ensure that the financial and business operations of the District are transparent to the public and in keeping with generally acceptable accounting principles.

### **Minimum Required Qualifications**

- **Education:**
  - Bachelor's degree from accredited college or university in accounting, financial management or a related field required;
  - Master's degree from accredited college or university in accounting, financial management or a related field preferred.
- **Certification:**
  - Certified Public Accountant (CPA), or other professional certification, preferred.
- **Experience:**
  - 5 years' experience in budget, accounting, auditing, or finance.

### **Knowledge, Skills & Abilities**

- Knowledge of school finance, budgeting, accounting systems, and economics.
- Knowledge of information/data processing systems and financial applications.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to resolve conflict, listen, and appropriately respond to concerns.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

### **MAJOR RESPONSIBILITIES AND DUTIES**

#### **General:**

1. Oversee the administration of payroll and employee benefits for district's employees, ensuring efficient processing of various pay structures, payroll periods, and benefits.
2. Establish and maintain effective working relationships with administrators, campus principals, coworkers, and staff to support effective collaboration, exercising considerable initiative and sound judgment in the overall operation of the department.
3. Organize and deliver comprehensive reports and presentations related to payroll and benefits, ensuring data-driven recommendations for policy decisions.
4. Ensure compliance with federal, state, and local policies, regulations, and best practices related to payroll and employee benefits administration.
5. Build and lead teams to enhance payroll and benefits operations in alignment with the district's mission and vision.
6. Provide clear guidance to schools and departments regarding local policies, state and federal regulations, and financial best practices and internal controls to ensure payroll accuracy and benefits compliance.
7. Develop, implement, and revise the district's payroll and benefits policies as necessary to enhance efficiency and compliance.
8. Assign and oversee payroll and benefits-related tasks, monitor workflow, and evaluate the effectiveness of departments' activities.
9. Manage the annual budgets for the payroll and benefits department.
10. Conduct internal audits of payroll and benefit processes and procedures and take corrective action when necessary.

11. Ensure compliance with internal and external audit requirements and assist in gathering the information required for the preparation of the District's annual financial audit.
12. Maintain accurate and up-to-date payroll and benefit records and reports.
13. Attend Board meetings as requested by the Chief of Business, Finance, and Administrative Services, and prepare Board reports and agenda items as requested by the Superintendent and/or the Chief of Business, Finance, and Administrative Services.

**Payroll:**

14. Ensure accurate and timely processing of payroll for all employees.
15. Manage payroll data, including new hires, terminations, resignations and changes in compensation, deductions, benefits and leave balances. Ensure there is timely and accurate posting of payroll and benefit accounts to the general ledger.
16. Oversee the preparation and distribution of payroll checks and direct deposits.
17. Ensure compliance with all federal, state and local payroll and tax regulations, including the filing of all required Internal Revenue Service Tax Forms.
18. Oversee the timely preparation and filing of Forms W-2.
19. Oversee the District's timekeeping system ensuring its functionality and reliability for audit compliance.
20. Ensure compliance with all required contributions and reporting to the Teacher Retirement System of Texas for all employees, including retire re-hired employees.
21. Stay up-to-date on changes in payroll laws and regulations.
22. Maintains an emergency backup plan for processing payroll.
23. Oversees the development, implementation, maintenance and testing systems, procedures, policies and internal controls, to effectively and efficiently account for payroll transactions.
24. Oversee the Payroll Supervisor and the duties and responsibilities assigned to that individual.

**Employee Benefits:**

25. Oversee the management of and compliance with all rules and regulations governing the District's self-funded health insurance program.
26. Oversee the management of and compliance with all rules and regulations governing benefit offerings to employees.
27. Ensure compliance with and the security and confidentiality required for disclosure of employee information involving ERISA, ACA, HIPAA, and FMLA.
28. Oversee the annual benefits Open Enrollment process and ensure information is provided to employees ahead of this process in order for employees to make informed decisions regarding benefit offerings and the cost of said benefits.
29. Oversees the preparation, revision, and administration of the District's employee benefits plans, including extensive contact with current and prospective vendors, employees, and employee organizations.
30. Oversee the District Employee Benefits Committee.
31. Ensure that there is timely posting of benefits and other deductions to the general ledger and monthly reconciliation of the balance sheet accounts.
32. Manage relationships with benefit providers, third-party administrators, brokers and/or other consultants and to analyze benefits data, trends and pricing to improve program offerings to employees at reduced costs and improved services provided to the district by outside companies and consultants.

33. Develop communication strategies to employees in order to increase employee participation in benefit programs.
34. Oversee the Employee Benefits Coordinator and the duties and responsibilities assigned to that individual.

**Other Duties:**

35. Work in conjunction with the Comptroller and the Executive Director of Budget, Grant Programs and Risk Management for the overall efficiency and effectiveness of the Business, Finance and Administrative Services Department.
36. Perform other job duties as assigned.

**Safety:**

- Performs preventive maintenance on tools and equipment and ensures equipment is in safe operating condition.
- Follows established safety procedures and techniques to perform job duties including lifting and climbing; operates tools and equipment according to established safety procedures.
- Corrects unsafe conditions in work area and promptly reports any conditions that are not immediately correctable to supervisor.

**Supervisory Responsibilities**

- Selects, trains, supervises, and evaluates staff, and makes recommendations relative to assignment, retention, discipline, and dismissal.

**Personal Work Relationships**

- All La Joya ISD employees must maintain a commitment to the District's mission, vision, and strategic goals.
- Exhibits high professionalism, standards of conduct and work ethic.
- Demonstrates high quality customer service; builds rapport/relationship with the consumer.
- Demonstrates cultural competence in interactions with others; is respectful of co-workers; communicates and acts as a team player; promotes teamwork; responds and acts appropriately in confrontational situations.

**Travel Requirements**

- Travels to school district buildings and professional meetings, as required.

**Physical & Mental Demands, Work Hazards**

- **Tools/Equipment Used:** Standard office equipment, including computer and peripherals.
- **Posture:** Prolonged sitting and standing; occasional stooping, squatting, kneeling, bending, pushing/pulling, and twisting.
- **Motion:** Frequent repetitive hand motions, including keyboarding and use of mouse; occasional reaching.
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds).

- **Environment:** Works in an office setting; may require occasional irregular and/or prolonged hours.
- **Attendance:** Regular and punctual attendance at the worksite is required for this position.
- **Mental Demands:** Maintains emotional control under stress; works with frequent interruptions.

**Position Working Days:**

226 Days

**NOTE:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive description of all work requirements and responsibilities, and management reserves the right to revise the job description or require that other responsibilities be performed when the job changes. Additionally, the minimum level of education notated as a requirement could be supplemented by commensurate experience and/or certification(s) or license(s) as determined by the hiring manager.

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**Employee's Signature:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

**Employee's ID:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_