



ALVORD UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT JOB DESCRIPTION

PAYROLL MANAGER, PAYROLL

(Classified Management Salary Range 6 plus benefits)

DEFINITION:

Under the direction and supervision of the **Director III, Fiscal Services**, Assistant Superintendent of ~~Business Services~~, manage the organization, staffing, **reporting**, and operational activities of the Payroll **Department** ~~Division~~ of the Business Services **Division**. ~~Department:~~ Oversee payroll processing and preparation; assure proper and timely completion of **payroll, tax, and retirement reporting** ~~tax, retirement, plan and other reports~~ according to established deadlines; ~~select, coordinate, train, supervise, and evaluate the performance of payroll staff; conduct audits and analysis as directed, perform assignments related to budget and fiscal departments, and perform other duties as required and assigned.~~

WORK YEAR: 12 months

ESSENTIAL DUTIES AND RESPONSIBILITIES:

*The duties listed below are intended to describe various types of **leadership roles and** work that may be performed. The omission of specific statements of duties does not exclude them **from other assignments given to the position.** ~~if the work is similar, related, or a logical assignment to the position.~~*

1. Direct and supervise all payroll functions of the district
2. Coordinate, train, supervise and evaluate the work of assigned staff
3. Advises, assists and trains ~~employees~~ **staff** and management in a variety of payroll matters, including the interpretation and application of payroll policies
4. Responds to and resolves difficult and sensitive inquiries and complaints in a timely manner
5. **Identify** ~~Identifies~~ opportunities for **improvement of customer service** ~~improving service delivery methods and~~ **department** procedures, oversees preparation of accounting entries, and the reconciliation and filing of financial reports required by federal, state and local agencies
6. **Prepare and present periodic reports, schedules, verifications and reconciliations; participate in fiscal functions of the district, the year-end closing process and audits. Including assisting** ~~Assists~~ in financial audits and **implementing** ~~implements~~ recommendations
7. Reviews information for accuracy, identifies discrepancies, makes corrections, and resolves problems as necessary
8. Acts as a liaison with various federal, state and local governmental agencies, including the Riverside County Office of Education, as well as divisions, **departments, and school sites throughout** ~~within the district~~ **District**
9. Assures proper and timely completion of **all payroll reporting** ~~tax forms, retirement plan and other reports~~ according to established deadlines
10. **Participate in budget development and year-end closing activities.** Prepares a variety of financial records and reports
11. Maintains and updates confidential files and records for audit ~~trail~~ and compliance purposes. **Researches and interprets retirement and tax laws in order to stay in compliance.**

12. Report relevant payroll information at meetings. Respond to questions on retirement, benefits, and various payroll issues. Coordinates and presents at trainings as needed, ~~participates in budget development and the close of the fiscal year.~~
13. Organizes, supervises, audits, and directs payroll ~~functions and activities production.~~
14. Provides training and assistance with payroll and laws, benefits laws, and required filing; balances, directs, reconciles, and oversees the preparation and transmittal of deposits and financial reports for federal and state tax withholding, State Teachers Retirement System (STRS), Public Employees Retirement System (PERS), Tax Sheltered Annuities (TSAs), FICA, Medicare, unemployment insurance (UI), and state disability insurance (SDI), etc.
15. ~~State tax withholding, State Teachers Retirement System (STRS), Public Employees Retirement System (PERS), Tax Sheltered Annuities (TSAs), FICA, Medicare, unemployment insurance (UI), and state disability insurance (SDI).~~
16. Reviews reconciliations for employee withholdings and employer charges on deposit in insurance billings, retirement reporting and similar processes necessary to ensure payroll accuracy is accurate
17. ~~Reports relevant payroll information at meetings.~~
18. ~~Plans, organizes, and supervises compensation operations~~
19. Reviews, analyzes, recommends, and implements procedural changes in the preparation, maintenance, and control of the activities of the Payroll Department compensation.
20. ~~Responds to administrator and employee questions on retirement, benefits, and various payroll issues~~
21. ~~Researches and interprets retirement and tax laws in order to stay in compliance~~
22. Performs other duties as assigned that support the overall objective of the position, the department, division, and district
23. Actively participate in meetings and serve on committees to support the overall objectives of the district and the Business Services Division

MINIMUM QUALIFICATIONS:

The position requires the following:

Knowledge of:

- Principles and practices of administration; principles and practices of supervision and training
- Principles and practices of governmental budgeting, accounting and auditing
- Applicable STRS and PERS laws and regulations.
- County, district, State, and Federal rules, regulations, and policies affecting school district benefits, payroll and other financial activities.
- Rules governing garnishments.
- Provisions of the Education Code and Labor Code related to school district payroll.
- The California School Accounting manual.
- School financial software and standard software applications.
- Technical aspects of school business finance.

Ability to:

- ~~Lead, Manage,~~ direct and coordinate the services, activities and staff of the Payroll Department
- Establish and maintain effective working relationships. Especially with employee associations
- Train, supervise and evaluate staff personnel
- Monitor and ensure efficient and accurate payroll operations

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Board approved: 05/18/17

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- Prepare work plans, schedules, and reports to meet timelines; Plan, direct, coordinate, and supervise department activities and deadlines of technical staff
- Evaluate procedures and problems/issues and develop and implement improvements; analyze, interpret, interpret and apply pertinent federal, State and local policies, procedures, laws and regulations
- Interpret, apply, and explain laws, rules and regulations as they apply to school payroll and financial operations
- Research, assemble and analyze data and make appropriate recommendations for changes
- Maintain current knowledge of legislation, federal, and state law changes
- ~~Develop and implement new or revised business or financial methods and procedures~~
- Interpret financial and statistical reports, documents, and accounting records
- Prepare clear, accurate, comprehensive, and on-time oral and written reports and communications
- Prepare and present complex financial information and advice to district staff and others
- Maintain confidentiality of sensitive information
- Meet schedules and timelines
- ~~Work independently~~
- ~~Establish and maintain cooperative working relationships with those contacted in the course of work assignments.~~
- Communicate effectively in both oral and in writing written form in both technical and non-technical terms.
- Work independently and exercise good judgment
- Use office equipment, computers, and a variety of software.

Education/Experience:

- Bachelor's degree from an accredited college/university in business administration, accounting, or a closely related field is required
- Four years of increasingly responsible payroll, accounting or administrative experience, and familiarity with governmental accounting principles and procedures, including one year in a supervisory capacity
- Payroll Manager certification is desired
- School district experience is desired
- ~~Any combination of education, training, and experience equivalent to a bachelor's degree from an approved institution preferably with specialization in accounting or business; successful supervisory experience in payroll in a school district, county office, or other governmental agency required.~~

Other:

- Must possess a valid California Driver's License. Must be insurable at standard rates and maintain such insurability during the course of employment.

WORKING CONDITIONS

Environment:

- Office and outside work setting
- Subject to frequent interruptions and daily contact with ~~district~~ District staff and the public
- ~~Occasional driving~~ Driving to various sites, training facilities, and/or other locations as needed
- May travel to other cities/states for recruitment or professional development training purposes

Physical Abilities:

- Hearing and speaking to exchange information and make presentations
- Visual ability to read, prepare/process documents and small figures
- Dexterity of hands and fingers to operate a computer keyboard and office equipment
- Sitting, walking and standing for extended periods of time
- Occasional carrying, pushing, pulling or lifting up to 25 pounds
- Occasional bending at the waist and stooping
- Occasional reaching overhead, above the shoulders and horizontally
- Mobility

Hazards:

- Some exposure to toxic materials
- Working with and around office equipment having moving parts
- Occasional contact with concerned or troubled distraught employee, students, parents, and members of the public