

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

PAYROLL MANAGER

REPORTS TO: Assistant Superintendent, Fiscal Services
SUPERVISES: Assigned personnel in Payroll and Data Processing departments.

DEFINITION:

Plan, organize and direct payroll and retirement accounting functions to assure classified and certificated SLOCOE and school district employees are paid in an accurate and timely manner. Provide consultation to SLOCOE and school district personnel concerning payroll functions, employee benefits and retirement accounts and information. Supervise and evaluate the performance of assigned personnel. Plan, organize and direct the development, maintenance, repair and operation of database systems to facilitate data processing and production functions.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Four years increasingly responsible payroll experience including work with employee retirement systems.
3. Bachelor's degree (one year of additional increasingly responsible and relevant experience may be substituted for one year of education towards the Bachelor's degree, up to a maximum of four years.)
4. A valid California driver's license.
5. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

Preferred:

1. CASBO, ACSA, or related school business certifications.
2. Increasingly responsible supervisory and/or project management experience.

KNOWLEDGE AND ABILITY:

Knowledge of:

1. Management of payroll and retirement system operations and activities.
2. Principles and techniques involved in payroll and retirement account preparation and processing.
3. Methods, procedures and terminology used in technical accounting work.
4. Generally accepted accounting and auditing principles, practices and procedures.
5. Tax withholding, voluntary deductions and employee benefits.
6. Employer and employee contributions and related STRS and PERS functions.
7. Financial and statistical record-keeping techniques.
8. Preparation of financial statements and comprehensive accounting reports.
9. Applicable local, State and federal laws, codes, regulations, policies and procedures.
10. Policies and objectives of assigned programs and activities.
11. Principles and practices of administration, supervision and training.
12. Budget preparation and control.
13. Oral and written communication skills.
14. Interpersonal skills using tact, patience and courtesy.
15. Operation of a computer and assigned software.

Ability to:

1. Plan, organize and direct payroll and retirement accounting functions to assure classified and certificated SLOCOE and school district employees are paid in an accurate and timely manner.

2. Provide consultation to SLOCOE and school district personnel concerning payroll functions, employee benefits and retirement accounts and information.
3. Supervise and evaluate the performance of assigned personnel.
4. Plan, organize, direct and participate in the inputting and updating of a variety of payroll, retirement and employee data in an assigned computer system.
5. Direct payroll auditing functions to assure accurate and timely accounting and reporting of designated payroll, retirement and other funds and accounts.
6. Monitor, evaluate, develop and implement SLOCOE and school district payroll policies and procedures to assure compliance with applicable requirements and enhance operational efficiency.
7. Direct the reconciliation and balancing of payroll, retirement and related funds and accounts.
8. Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
9. Establish and maintain cooperative and effective working relationships with others.
10. Operate a computer and assigned office equipment.
11. Analyze situations accurately and adopt an effective course of action.
12. Meet schedules and time lines.
13. Work independently with little direction.
14. Plan and organize work.
15. Direct and participate in the preparation and maintenance of various financial and statistical records, reports and statements related to payroll and employee retirement functions.

ESSENTIAL FUNCTIONS:

ESSENTIAL DUTIES:

1. Plan, organize and direct payroll and retirement accounting functions to assure classified and certificated SLOCOE and school district employees are paid in an accurate and timely manner; establish and maintain payroll time lines and priorities. Ensure payroll activities comply with established laws, codes, regulations, policies and procedures.
2. Provide consultation to SLOCOE and school district personnel concerning payroll functions, employee benefits and retirement accounts and information. Respond to inquiries, research data, resolve issues and conflicts, and provide detailed and technical information concerning related calculations, accounts, pay rates, taxes, STRS, PERS, standards, practices, policies and procedures.
3. Train and evaluate the performance of assigned personnel. Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; develop, implement and conduct employee training sessions.
4. Coordinate communications, information and personnel to assure smooth and efficient payroll activities. Plan, develop, coordinate and implement payroll and retirement programs for the SLOCOE and designated school districts. Assure proper and timely resolution of payroll discrepancies, issues and conflicts.
5. Plan, organize, direct and participate in the inputting and updating of a variety of payroll, retirement and employee data in an assigned computer system. Establish and maintain various automated records and files. Initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements. Assure accuracy of input and output data.
6. Direct payroll auditing functions to assure accurate and timely accounting and reporting of payroll, retirement and other funds and accounts. Oversee and participate in the review of payroll and other financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles.
7. Coordinate, direct and participate in the reconciliation and balancing of payroll, retirement and related funds and accounts; identify and resolve discrepancies.
8. Monitor and evaluate SLOCOE and school district payroll policies and procedures for financial

effectiveness and operational efficiency; develop and implement policies and procedures to enhance the financial effectiveness and operational efficiency of payroll operations.

9. Direct and participate in the preparation, processing and evaluation of a variety of payroll and retirement-related forms and applications; prepare tax forms for the SLOCOE and designated school districts.
10. Oversee and participate in the preparation and maintenance of a variety of financial and statistical records, statements and reports related to payroll, retirement functions, STRS, PERS, employees, garnishments, earnings, taxes, unemployment, audits and assigned activities; assure mandated reports are submitted to appropriate governmental agency according to established time lines.
11. Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to payroll and retirement functions. Assist with modifying systems and activities to meet requirements. Assure employee understanding of payroll requirements, standards and procedures.
12. Review, verify and approve periodic wire transfers for payrolls. Direct, monitor and assure accuracy of tax, retirement system and other payroll-related payments. Make retroactive adjustments to employee payroll information.
13. Participate in the development and preparation of the annual preliminary budget for payroll functions; analyze and review budgetary and financial data. Control and authorize expenditures in accordance with established limitations.
14. Provide technical information and assistance to the Assistant Superintendent-Business Services regarding payroll activities, needs and issues. Assist in the formulation and development of policies, procedures and programs.
15. Plan, organize and direct the development, maintenance, repair and operation of database systems to facilitate the collection, processing, management, manipulation, reporting, printing and production of computerized data used for analysis. Ensure activities comply with established standards, requirements, laws, regulations, policies and procedures.
16. Communicate with SLOCOE administrators, personnel and various outside organizations to exchange information and resolve issues or concerns. Serve as a liaison between the SLOCOE, designated school districts and governmental agencies concerning assigned fiscal functions.
17. Operate office equipment including a calculator, computer and assigned software; drive a vehicle to conduct work.
18. Attend and conduct meetings. Attend and participate in committees and in-services.
19. Perform other duties within the scope and skill level of the job classification.

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Physical agility to lift approximately 15 lbs to shoulder height.

Lifting, carrying, pushing or pulling light objects.

Grade Allocation: Management Grade 34

Revised: 6/22/16; 1/30/19
