

PAYROLL MANAGER

CLASS SUMMARY

Under general supervision, is directly responsible for the leadership and administration of the payroll department; coordinates and directs complex and specialized tasks related to district-wide payroll operations; assures compliance with all federal, state and county legal requirements; trains, supervises and evaluates assigned personnel.

REPRESENTATIVE DUTIES

Maintains strict payroll controls, schedules, and deadlines; develops, recommends and implements required payroll systems; keeps abreast of and adapts to changes in accounting, tax and retirement laws and regulations; assures compliance with Orange County Department of Education, State Franchise Tax Board, Social Security Administration, Internal Revenue Services, California Public Employees Retirement System (CalPERS), California State Teachers Retirement System (CalSTRS), and Public Agency Retirement System (PARS) laws, rules and regulations; develops, implements, maintains, and resolves procedural matters relative to dealing with accounting, budget, human resources and other district departments; prepares information and maintains open communication with administration regarding policies and procedures related to payroll and benefits laws; responsible for the preparation, reconciliation and balancing of Federal and State taxes and the preparation of quarterly and annual tax reports and W-2's; reconciles insurance billings; reconciles all payroll liability accounts; maintains absence balances; responsible for monitoring and coordinating workers' compensation payments and absence reporting together with the district's Risk Management department and third party administrators; prepares and maintains up-to-date procedures on district website regarding payroll processing; coordinates and provides direction and training for support staff regarding county, federal, state and district policies and procedures relating to payroll and benefit processing; serves as a liaison with other departments and representatives of government agencies, financial institutions, county offices and retirement systems to coordinate activities and resolve issues; conducts training to district management staff relating payroll and benefit issues, and conducts training of new employees regarding payroll issues; assists staff during heavy workloads and absences; participates in workshops, seminars and training activities to remain current on applicable laws and regulations.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Assistant Vice Chancellor of Fiscal Services and is responsible for direct supervision of payroll department employees.

PAYROLL MANAGER cont'd

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training, education and experience equivalent to a bachelor's degree in business administration or accounting and five (5) years of recent payroll supervisory or lead experience, preferably in a college or school district environment; or any combination of education and experience equivalent to an AA degree and a CPP (Certified Payroll Professional) certificate and five (5) years of recent payroll supervisory or lead experience, preferably in a college or school district environment.

Knowledge and Abilities

Knowledge of: Preparation, maintenance, verification, and processing of payroll records; computer applications and software used in payroll processing; legal and reporting requirements related to payroll records; principles, practices and methods of accounting, auditing and financial record keeping; principals of planning, theories and practices of applicable laws, procedures, and policies related to taxes, education codes and FLSA regulations; principles of planning, organization, and the supervision and performance appraisal of employees.

Ability to: Plan, organize, and supervise the payroll duties of staff to assure the timely and accurate distribution of the district payroll and benefits; maintain academic and classified payroll accounting records and procedures; understand, interpret, explain and apply complex technical and legal written laws, rules, policies and regulations as they apply to federal, state, workers compensation, retirement, county and district/union contracts; communicate effectively both orally and in writing; supervise maintenance of academic and classified payroll records; work independently with little direction; establish and maintain cooperative and effective working relationship with others; analyze situations accurately and adopt an effective course of action.

Skills:

Operate modern office equipment, including computers and software related assignments.

Communicate effectively both orally and in writing.

Train, supervise and provide work directions to others and evaluate personnel.

Understand and follow oral and written directions.

Prepare clear, concise and comprehensive financial reports including spreadsheets, reconciliations and other documents.