

**PAYROLL MANAGER****DEFINITION:**

Under the direction of the Director, Fiscal Services, plan, organize and manage the District's payroll department; performs the more complex and specialized payroll tasks to include reporting and records management; interpret and implement federal, state, and county regulations and mandates; apply board policy; train, supervise and evaluate payroll staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize and direct payroll activities for classified and certificated personnel, including coordination and payments of, statutory benefits, i.e., retirement, medicare and social security.
- Maintain strict payroll controls, schedules and timelines.
- Review, evaluate, and recommend improvements to current payroll practices and procedures.
- Develop, implement, maintain and resolve procedural matters relative to human resources, accounting, risk insurance and other departments.
- Assist in providing information to District administration for collective bargaining and implementation of any negotiated payroll change.
- Maintain, reconcile and prepare federal and state employment tax returns and various supplemental reports.
- Reconcile and prepare annual W-2's.
- Review and process all reduction in salaries regarding deferred compensation, tax sheltered annuities and 125 plans.
- Develop, prepare and maintain payroll policies, procedures and reference manuals for staff training and in-service.
- Serve as the district liaison with government agencies, financial institutions, county offices and retirement systems.
- Monitor and coordinate Workers' Compensation payments and employee absence reporting.
- Assure compliance with District, county, state, and federal laws, rules and regulations.
- Provide direction and training to staff regarding county, federal, state and district policies and procedures related to payroll.
- Participate in workshops, seminars and training activities to remain current on applicable payroll accounting, tax and retirement laws and regulations.
- Perform other duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

Federal, state, and local statutes, county and district policies, codes, regulations and laws; rules, regulations, policies and reporting requirements and procedures related to district payroll processing; principles and procedures of accounting, financial record keeping reporting and auditing; principles and practices of complex payroll, financial and human resources computer systems, including integrated software for employee absence management, preferably in a school district environment; budgeting procedures and techniques; principles and practices of business administration, organization, planning and personnel management, supervision, and training.

Ability to:

Understand, interpret, explain, and apply complex technical and legal written laws, rules, policies and regulations as they apply to federal, state, Workers' Compensation and insurance programs, various federal and state retirement plans, and union contracts; plan, organize and supervise staff to assure the timely and accurate distribution of the district payroll; maintain certificated and classified payroll accounting records and procedures; prepare complex accurate financial statements, statistical calculations, clear and concise reports and analyses; perform technical payroll operations including payroll audits and reconciliations; maintain confidentiality; effectively communicate both orally and in writing; establish and maintain effective working relationships; work independently, analyze situations accurately and adopt an effective course of action.

Experience:

Three years' experience processing payroll including interaction with outside agencies preferably in a K-12 school district.

Education:

Associate degree, Bachelor degree preferred. Specialized training, and/or school district payroll experience may be substituted for education requirement.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: March 10, 1987

Revised: August 9, 1995

Revised: October 8, 2002

Revised: May 2, 2014, Board Approved 5/13/14

Revised: Board Approved November 12, 2020