



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: SENIOR PAYROLL ANALYST

REPORTS TO: Manager of Accounting

SITE: District Office

CLASSIFICATION: Classified Bargaining Unit

WORK YEAR: 12 Month

SALARY: Range 261 – Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: February 9, 2023 **EFFECTIVE DATE:** June 1, 2023

JOB SUMMARY:

A Senior Payroll Analyst performs complex and detailed accounting work relating to auditing, processing, and maintaining payroll records in a central district finance department. The Senior Payroll Analyst exercises independent judgment while initiating and coordinating office procedures and strict timelines for the monthly payroll. Under direction, the Senior Payroll Analyst performs the required auditing, review, processing, adjusting, coding, balancing, extending, summarizing, and maintenance of payroll records. Public contact is extensive and involves district staff, faculty, regulatory agencies, and governmental agencies for the purpose of exchanging policy and procedural information. A moderate degree of independent judgment and creativity are required to develop and apply well-prescribed procedures to auditing and comparisons of data and to data entry, as well as to resolve frequent minor and occasional major problems that may occur. Consequences of errors in judgment can be costly in employee time and in money. This position will lead the work of other staff as assigned.

CLASS CHARACTERISTICS:

This position is distinguished from the Payroll classifications by the nature, scope and complexity of the work which requires a higher degree of proficient communication, managerial, organizational and analytical skills and knowledge of the operations, policies, functions, and organizational relationships of a school district administrative office; the work requires a higher degree of flexibility, initiative, independence, and judgment in the selection and application of methods or procedures to resolve problems and accomplish tasks; the work involves dealing with a wide variety of information on a strictly confidential basis; the work involves contact with employees, private and public agencies.

ESSENTIAL FUNCTIONS:

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with district staff and others regarding payroll matters such as set-up of payroll documentation, temporary and regular employee payroll files, pay rate and work hour adjustments, overpayments and amounts due, retirement systems, voluntary and mandatory deductions, salary calculations and other related matters, as well as to provide and/or interpret operating policies and procedures
2. Analyze, collects, audits, and verifies accuracy of source documents related to employee files and compensation, including pay rates, salary computations, employee status, benefit/deductions, processing and account codes, hours and dates, and employee eligibility
3. Processes wage garnishments, dues, benefit programs and voluntary contributions, paycheck cancellations, reversals, reissues, and stop payments as necessary
4. Analyze, audits, corrects, and maintains accurate payroll data in order to assist with the preparation of payments and reports for payroll taxes, leave plans, year-end W-2 forms, District programs, etc.
5. Collects, audits, posts, balances, summarizes, and distributes pay warrants and processes off-schedule pay warrants as required

6. Establishes and maintains temporary and regular employee payroll records in accordance with the record retention and disposal requirements established by District policies and procedures and Federal and State regulations
7. Posts statistical data, cancellations and revisions of journals and ledgers
8. Provides information to federal, state, and private auditors as requested and required
9. Analyze and compiles payroll and related source documents for a variety of special and regular reports
10. Demonstrate skill on a variety of computer applications, including word processing, database, spreadsheet, and communication software
11. Uses a database to analyze, enter, modify, research, retrieve, and format data for payroll processing, financial, statistical, and other documentation and reports
12. Uses a variety of computer software to compose and prepare a variety of correspondence, spreadsheets, memoranda, and reports as assigned
13. Researches and keeps informed of present and pending labor laws, California Education Code, District policies and procedures and federal and state regulations governing payroll
14. Assists in developing, maintaining, and adhering to schedules and deadlines for processing payrolls, direct deposits, pay warrant disbursements, and various reports
15. Composes correspondence, reports, memoranda, and other materials independently and with others in the payroll department
16. Establish payroll data analytics to improve and understand payroll operations and identify patterns and/or unusual activity
17. Collaborate and develop efficiencies and continuously review process for improvement
18. Assists in developing and maintaining a training program and manuals for payroll personnel
19. Assists in developing and maintaining reference material for those responsible with the submission of timesheets
20. Establish a monthly internal audit process to review and ensure completeness and accuracy of payroll
21. Assists with preparation, review, and audit of responses to public records requests
22. Liaison with the SMCOE to complete mandated reporting and facilitate monthly payroll.
23. Work closely with independent auditor and assist the audit staff in their annual review of district payroll books and records
24. Lead the month-end payroll process
25. Perform year-end reporting and reconciliation functions
26. Prepare various reports and support Manager of Accounting with other tasks as assigned
27. Serves on a variety of District committees as requests; attends meetings, workshops and trainings as requested
28. Performs other related duties as assigned

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

EDUCATION:

- Equivalent of AA degree or higher with an emphasis on business administration, accounting, or a closely related field or 5+ years' experience in payroll field

EXPERIENCE:

- Minimum four years professional experience in a successful, large, and complex payroll or related accounting role of increasing responsibility using an information management or automated payroll system
- California School District or County Office of Education experience preferred, specifically with payroll reporting

KNOWLEDGE OF:

- CalSTRS and CalPERS laws and regulations.
- Complex payroll or related accounting experience.
- General accounting clerical principles and procedures, preferably as used in public agencies.
- General principles of fund accounting.
- HR procedures, including and not limited to, hiring/termination process, bargaining unit agreements, retro, salary schedules, benefits, and leave tracking.

ABILITY AND SKILLS EXPERIENCE:

- Work accurately with financial and statistical data.
- Compare data and apply prescribed policies and procedures to accurately audit and code a variety of documents.
- Respectful, tactful and sensitive interaction with people who are diverse in their cultures, language groups and abilities.
- Multi-task, prioritize workloads, and work independently
- Enter, modify and retrieve data using a computer.
- Written and oral communication, including public speaking.
- Use spreadsheet, word processing and other computer software to compose and prepare tracking tools, reports, correspondence and memoranda.
- Work effectively as part of a customer service team.
- Organize data, set up, track and maintain data in electronic and manual files.
- Coordinate, anticipate, and resolve workload issues and problems.
- Work accurately under deadline pressure.
- Adapt effectively to changes in procedures and delivery of customer services.
- Strong analytical and organizational skills.
- Work independently and using sound judgment within the framework of policies, procedures and guidelines.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Meet schedules and time lines.
- Use interpersonal skills including tact, patience and courtesy.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment subject to constant interruptions.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech sufficient to enable communication by telephone and in person.
- Speech sufficient to speak in an understandable voice.
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator.
- Stamina sufficient to sit or stand for extended periods of time.

- Physical ability to reach, bend, strength to open and close files drawers, and grasp in order to file and retrieve materials.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Assignment requires lifting 30 lbs. maximum or carrying any object weighing 20 to 30 lbs.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.