

MANAGEMENT JOB DESCRIPTION

PAYROLL MANAGER

JOB SUMMARY:

Under the direction of the Director of Fiscal Services, plans, manages, directs, and coordinates complex payroll operations activities carried out by District payroll staff. Provides expertise, information, and assistance in all matters related to payroll functions of the District.

ESSENTIAL JOB FUNCTIONS:

- Analyzes and resolves special and unique payroll problems related to several factors (e.g. over payment recovery, underpayment, assignment change agreements, work calendars, benefit accruals, etc.) for the purpose of determining the causes of errors and developing methods and procedures to minimize future errors.
- Assures timely and accurate salary payments assuring compliance with the District and San Diego County Office of Education (SDCOE) and policies, Education Code, state and federal regulations.
- Attends workshops, seminars, and trainings to maintain current knowledge of payroll regulations.
- Communicates with all levels of staff through bulletins, reports, newsletters and other means for the purpose of informing of legal developments, deadlines, revisions to policies or other payroll related matters.
- Conducts workshops, in-services, or training sessions for the purpose of communicating information, enhancing efficiency and productivity of personnel, and ensuring project objectives are achieved.
- Coordinates with County Office, state retirement systems and other external agencies to ensure the accurate transfer of payroll and retirement data, reporting and information.
- Corresponds with appropriate federal, state and county agencies for the purpose of resolving questions or procedures or laws impacting payroll management.
- Develops policies and procedures in accordance with federal, state and local policies, to encourage effective and efficient management controls.
- Develops and maintains all payroll salary schedules and supports functions associated with the accurate and efficient processing of payrolls; and provides direction and control regarding input and revision of payroll information.
- Interprets and analyzes State and Federal laws, regulations and established policies for the purpose of assuring compliance with all payroll related matters.
- Oversees and coordinates a variety of payroll related activities and functions (e.g. centralized shelter annuity processing, production and reporting for W-2 data, processing and reporting of garnishments, etc.) for the purpose of achieving organizational objectives and ensuring compliance with legal and financial regulations.

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- Performs a full range of payroll support duties in staff's absence (e.g. time and labor calculations, leave and benefits calculations, internal and external audits, etc.) for the purpose of ensuring payroll deadlines and related processes are met in a timely and efficient manner.
- Plans, manages, directs, and coordinates the daily activities of the payroll department to accomplish District payroll functions.
- Serves as a technical resource to internal and external staff for the purpose of interpreting and applying payroll and benefits laws, rules, regulations, bargaining unit contracts, policies and procedures.
- Supervises and evaluates assigned staff for the purpose of determining workload priorities and adjusting assignments as needed to meet the needs of the payroll
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of school accounting procedures, particularly related to payroll; purposes, methods, and practices of financial record keeping; modern office methods and practices; and pertinent sections of the Education Code, laws, and regulations pertaining to school district payrolls and retirement reporting.
- Ability to keep complex records, analyze data, and prepare accurate reports; make mathematical calculations with speed and accuracy; understand and carry out oral and written directions; and maintain cooperative and effective relationships with those contacted in the course of work.
- Ability to meet schedules and timelines; work confidentially with discretion; and operate a computer and assigned software.
- At least three years experience in ~~related~~ payroll reporting and operations, including at least one year of experience in a supervisory capacity. School district payroll experience is highly desirable and PeopleSoft experience is preferred.
- Graduation from a recognized college or university with course work in accounting, finance or related field.

Management Salary Schedule: Range K

BOARD APPROVED: 4/17/07

REVISED: 7/21/09

3/14/11

5/30/24

6/12/24