

SUPERVISORY JOB DESCRIPTION

PAYROLL SUPERVISOR

JOB SUMMARY:

Under the direction of the Payroll Manager, assists in planning, organizing, training, and supervising payroll activities carried out by District payroll personnel. Performs specialized work in payroll preparation involving the keeping of complex and varied records and assists the District's Human Resources Department as needed.

ESSENTIAL JOB FUNCTIONS:

- Assists in planning, managing, directing, and coordinating the daily activities of the payroll department to accomplish District payroll functions.
- Assists in computing gross salary and earnings for all retirement systems and payroll distribution by budget classification.
- Processes requests to replace lost warrants.
- Determines final payments for employees going on leave, retiring, or terminating. Is responsible for the collection of any overpayment from employees.
- Audits payroll records for accuracy including monthly payroll payments, retirement plans, payroll registers, monthly leave reports, and other reports.
- Assists in planning and managing records of employee leave, vacation allowances, and related records.
- Monitors and audits actions pertaining to personnel assignments and payroll operations; reviews components for accuracy and timeliness.
- Monitors department workflow for the purpose of ensuring efficiency of operations.
- Compiles and maintains a variety of manual and electronic documents, files, and statistical reports on payroll operations for the purpose of providing up-to-date reference trail, availability of information as needed, and ensuring confidentiality.
- Prepares employment and change of status forms, and separation forms for retiring employees.
- Verifies and adjusts time and labor file to properly upload to the San Diego County Office of Education (SDCOE) payroll system for processing.
- Exercises good judgment in the application and interpretation of complex rules, regulations, and procedures related to payroll functions.
- Establishes and maintains high standards of customer service.
- Serves as a liaison for payroll issues with the District's Human Resources Division, other District divisions and departments, the SDCOE, and other outside organizations.
- Attends workshops, seminars, and trainings to maintain current knowledge of payroll regulations.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of school accounting procedures, particularly related to payroll; knowledge of purposes, methods, and practices of financial record keeping; knowledge of modern office methods and practices; knowledge of pertinent sections of the Education Code, laws and

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regulations pertaining to school District payrolls, and both classified and certificated retirement systems.

- Ability to keep complex records, analyze data, and prepare accurate reports to make arithmetical calculations rapidly and accurately; to apply and interpret District payroll policies and procedures; to understand and carry out oral and written directions; to maintain cooperative relationships with those contacted in the course of work; to work with significant diversity of individual/groups; to meet schedules and timelines; to adopt to changing work priorities; and to operate office equipment including computers and related software applications.
- At least three years of experience in responsible technical payroll preparation, including at least one year of public agency payroll experience. One year of lead or supervisory experience is desirable.
- Graduation from high school or its equivalent supplemented by the completion of accounting courses in the practices, techniques, and application of accounting systems to public agencies or schools.
- Graduation from college with emphasis in Accounting preferred.

Supervisory Salary Schedule: Range 25
BOARD APPROVED: 11/02/87
REVISION DATES: 07/21/09
05/03/17