REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE	Accounting & Payroll Manager
QUALIFICATIONS	
EDUCATION:	B.A. or B.S. Degree or the equivalent experience in payroll, accounting, business management, or closely related fields.
EXPERIENCE:	Five years of responsible payroll, accounting, auditing, and financial record management and reporting experience. Knowledge and experience regarding California school accounting and payroll practices is desired. CPA experience highly desired.
PERSONAL QUALIFICATIONS:	Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the Director of Fiscal Services, plan, organize, and supervise the District's accounting, ASB, and employee attendance and specialized payroll functions. Maintain fiscal, financial, and statistical records and assist in financial and confidential matters, including those related to salary negotiations. Supervise and evaluate assigned staff and perform complex and specialized management and reporting duties to ensure the accurate and timely payment of employees. Perform other work as required.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, successful fulfillment and outcomes of job performance will include completion of the following duties and responsibilities:

1. Assist the Director of Fiscal Services in effectively planning, organizing, and supervising the work of district accounting and payroll functions in accordance with laws, regulations, collective bargaining agreements, Board policies, and Education Code.

2. Supervise, train, provide work direction, evaluate, assign, and review work of accounting and payroll staff and audit day-to-day functions of assigned personnel.

3. Assist in the development and coordination of new and revised strategies and implementation of district accounting and payroll procedures, processing, and systems.

4. Coordinate with the Child Nutrition Services Department to ensure federal reports and claims for reimbursement are accurately and timely produced and/or audited for accuracy.

5. Provide technical training and assistance to district staff and time-reporting personnel on payroll procedures and complex payroll issues.

6. Oversee internal controls on payments of salaries and calculation of leaves for district employees.

7. Interpret and apply regulations on withholding procedures, payroll taxes, tax shelters or deferrals, and voluntary deductions.

8. File and reconcile wage garnishments and PERS and STRS monthly contributions.

9. Assist with the direction and coordination of Transportation accounting and ensure all district, county, state, and federal reports are efficiently generated.

10. Review, monitor, audit, and supervise accounting and payroll records management of various district funds and functions, including encumbrances, invoices, warrants, current liabilities and receivables, abatements, budget transfers, payroll warrant listings, payroll deductions, tax computations, tax reporting, and related transactions.

11. Participate as a member of the District's negotiating team and research and provide data and information as needed.

12. Confer with district administrators, officials of public agency officials, companies, and union representatives regarding accounting and payroll matters.

13. Generate projections relating to salaries and benefits and provide fiscal analysis to determine trends in projected expenditures and revenues.

14. Assist in budget development, year-end closing, reconciliation process, preparation of financial statements, and analytical studies, surveys, and reports for presentation to the Board of Education.

15. Input financial data into accounting, budget control, position control, and payroll systems and provide fiscal analysis to determine trends in projected expenditures and revenues.

16. Serve as the general liaison between the District and county office regarding accounting and payroll procedures and/or corrections.

17. Assist in the implementation and maintenance of district internal controls and timely conduct required internal audits.

18. Supervise and audit school and student body accounts (ASB).

19. Provide timely and effective communication regarding incidents and situations which might impact the District, its divisions, or its schools to appropriate district office and school personnel.

20. Make active and consistent efforts to maintain or improve the external and internal image of the District, its divisions, and its schools.

21. Establish annual objectives and goals deemed appropriate by the supervisor and gather appropriate data to support annual objectives and indicators of job description elements.

22. Assume the duties and responsibilities of the Director of Fiscal Services as assigned during periods of absence.

23. Effectively accomplish other duties assigned by supervisor.