

MANAGEMENT JOB DESCRIPTION

PAYROLL MANAGER

JOB SUMMARY:

Under the direction of the Executive 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:

- Plans, manages, directs, and coordinates the daily activities of the payroll department to accomplish District payroll functions.
- 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.
- Develops and revises payroll procedures to comply with laws, rules, and regulations to ensure service to employees, improve efficiency, and coordinate activities with school sites and other departments.
- Reviews and processes notifications of employment status changes for certificated, classified, and management employees; and assures required information is entered into payroll systems and records in accordance with established guidelines.
- Directs the transfer of various payroll files between the District and SDCOE.
- 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.
- Trains, manages, and evaluates the performance of assigned staff; and recommends transfers, promotions, reassignments, terminations, and disciplinary actions for all assigned staff as appropriate.
- Provides personnel with current information relating to payroll functions; and plans, organizes, conducts, and participates in inservice and orientation programs.
- Serves as liaison with District sites/departments and SDCOE payroll and retirement offices; communicates with the State Teachers Retirement System, Public Employees Retirement System, and Public Agency Retirement Services as necessary to investigate employee service credit issues; communicates with various sites, departments, and District employees regarding payroll, salary, benefits, status, and other related issues.
- Serves as the key communicator for payroll issues with administrators, personnel, and outside organizations to coordinate activities and programs; and resolves issues and conflicts and exchanges information.
- Facilitates meetings with other departments for the purpose of improving District operational procedures.
- Sets goals; and develops and executes action plan to resolve payroll issues.
- Provides support for salary negotiations with bargaining units.
- Processes workers' compensation abatements and provides related documentation to SDCOE.
- Contacts employees and administrators to resolve payroll discrepancies or problems and to explain various payroll-related issues; researches, calculates, and maintains records of

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overpayments; reviews overpayments with employees and arranges repayment schedules; and processes retroactive salary payments as negotiated.

- Prepares and provides reports to various agencies including federal and state.
- Attends workshops, seminars, and trainings to maintain current knowledge of payroll regulations.
- Establishes and maintains high standards for customer service.
- Composes a variety of materials in written/electronic formats (e.g., reports, memos, letters, procedures, etc.) for the purpose of documenting payroll policies, procedures, and activities, providing written reference and/or conveying information.
- Develops policies and procedures to encourage effective and efficient management controls.
- 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 District payrolls.
- 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 record keeping and processing.
- Graduation from a recognized college or university with course work in accounting and finance.

Management Salary Schedule: Range K
BOARD APPROVED: 4/17/07
REVISED: 7/21/09
3/14/11