

Sunnyvale School District
Position Title: Payroll Supervisor

Work days/month: 261 Days/ 12 months

Salary: Classified Mgmt Range II (<https://www.sesd.org/Page/719>)

Basic Functions:

- Under the direction of the assigned supervisor, the Payroll Supervisor provides accurate and systematic payroll services and performs a variety of complex and technical payroll-related duties to assure that District employees are paid according to established guidelines and in a timely manner; process payroll records and monitor employee data.

Essential Duties & Responsibilities:

1. Process and maintain all payroll information for full-time, part-time and substitute employees in a confidential manner.
2. Work with the District's Human Resources Department to obtain all employee information essential to the payroll process.
3. Process the District's Personnel Assignment Order directives.
4. Set up payroll information on all District employees into the County and local payroll systems and update information as needed.
5. Calculate time sheet earnings for substitute and permanent employees; input calculated amounts into County payroll system.
6. Prepare adjustment sheets when payroll rates change.
7. Calculate employee sick leave, leaves of absence, and vacation time payroll records; adjust payroll records due to annual accruals and usage; maintain accurate payroll records with up to date information; adjust payroll earnings due to over usage of leave and vacation time allocated.
8. Maintain detailed permanent records on employees regarding accumulation and use of sick leave, vacation and other paid and unpaid leaves.
9. Verify and balance each payroll process and reconcile District and County payroll amounts. Able to resolve payroll/retirement related issues with agencies such as CalSTRS and CalPERS.
10. Assemble payroll checks according to school and district office groups and distribute; mail payroll checks that have not been picked up.
11. Supervises and evaluates the performance of assigned personnel; schedules, assigns and reviews work; implements staff training as needed.
12. Work with representatives of CalPERS and CalSTRS, employee unions, employee investment agents and retirement agencies regarding employee payroll calculation information.
13. Communicate with District personnel in person and on the phone; resolve payroll discrepancies and provide information concerning salaries, deductions, earned vacation, sick days and voluntary deductions.
14. Prepare payroll related reports as needed.
15. Prepares all mandated State and Federal payroll related reports.
16. Process earning verifications and final salary affidavits.
17. Assist in the year-end closing process.
18. Assist in the District's annual audit process.
19. Cooperate with the auditors and provide information to them as requested.
20. Responsible for a wide range of record keeping requirements which require the exercise of considerable judgment, discretion, and accuracy.
21. Operate a variety of office equipment and computer systems.
22. Contributes to the District's commitment to diversity, equity, and inclusion.
23. Perform other related duties as assigned by the supervisor.

Knowledge:

1. CalSTRS and CalPERS business rules
2. Financial and statistical record-keeping techniques.
3. Applicable State and Federal laws.
4. Knowledge and use of computers and assigned software, including Microsoft Excel.
5. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
6. Basic computer skills including email and district applications.

Abilities:

1. Understand and interpret laws and administrative regulations governing employee payroll information.
2. Understand and interpret employee union contract agreements.
3. Administer, lead, and train in various complex computer software and systems
4. Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures
5. Communicate professionally and clearly both verbally and in writing.
6. Work cooperatively with diverse staff, students, and community.
7. Provide excellent customer service in dynamic situations, maintaining a positive and responsive attitude when facing challenges.
8. Follow verbal and written instructions with minimal supervision and use good judgment.
9. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
10. Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities
11. Accept direction and implement feedback.

Education and Experience:

1. Bachelor's degree in accounting, business, or a related field, with at least 2 years of public school district payroll experience preferred.
2. Fingerprint clearance from the Department of Justice.

Working Conditions:

1. **Environment:**
 - a. Office environment; subject to constant interruptions and ongoing mandated deadlines.
2. **Physical Requirements:**
 - a. Dexterity of hands and fingers to operate a computer keyboard.
 - b. Visual acuity to read a variety of materials in both print and digital formats.
 - c. Auditory ability to exchange information.
 - d. Sitting for extended periods of time.
 - e. Bending at the waist, kneeling or crouching to retrieve and file materials.

Terms of Employment:

- Salary and work year to be established by the Board of Education.

Evaluation:

- Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the Sunnyvale Classified and Certificated Association for Management Personnel (SCCAMP).