MANAGER, FINANCE AND PAYROLL SERVICES

Reports to: Administrator, School Business Advisory Services
Division: Administrative Services

Our ideal candidate
You are a proactive, solutions-oriented professional who takes the initiative to elevate the leadership and service this office provides to our districts. You earn the trust of colleagues and inspire others through your effective leadership and professional expertise. You use professional judgment and creativity to solve problems. You understand politically sensitive issues, communicate effectively, and handle yourself in a diplomatic and confidential manner. You advise, mentor, train, and collaborate with others to advance the organization and help districts operate effectively. You lead by example and foster a productive team environment.

General description
Under administrative direction, provides overall management and direction of the finance and payroll functions; through subordinate supervisors, plans, organizes, coordinates, and manages the work of staff engaged in fiscal services, payroll administration, accounting operations, and related business functions for school districts served to ensure accurate financial reporting, payroll processing, compliance with applicable laws and regulations, and effective support of organizational operations.

Specific duties and responsibilities
1. Provide support and oversight to finance and payroll supervisors to ensure that payroll processing, accounting functions, budgeting support, financial reporting, audits, and related fiscal operations for school districts in the county are provided in alignment with SBAS standards.
2. Establish standards, approve new and revised fiscal and payroll procedures, and ensure effective internal controls and operational workflows to ensure efficiency, accuracy, and compliance with federal, state, and local regulations.
3. Review financial, payroll, tax, retirement, and benefit records, correspondence, and reports prepared or maintained by the finance and payroll teams to ensure they meet professional standards and are submitted by applicable deadlines.
4. Review identified discrepancies in fiscal and payroll data to diagnose trends or systemic issues; approve corrective actions and needed operational improvements recommended by supervisors .
5. Provide support and oversight to supervisors to ensure timely preparation, review, and submission of financial statements, payroll reports, tax filings, retirement reporting, audits, and mandated reports by school districts.
6. Oversee cross-functional initiatives, set priorities, initiate escalations, and provide management-level coordination with SBCEO Information Technology Services for projects related to financial and payroll systems; serve as liaison between school districts and SBCEO ITS for issues that cannot be resolved by SBAS staff.
7. Serve as a senior-level resource for complex, sensitive, precedent-setting, or cross-functional matters related to fiscal services, payroll procedures, accounting regulations, retirement systems, taxes, and reporting requirements.

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8. Oversee the development and provision of training for internal staff and external stakeholders on topics related to fiscal procedures, payroll systems, accounting practices, and regulatory compliance; may provide training directly to management and supervisory staff on complex or specialized topics.
9. Provide management oversight and support to finance and payroll supervisors in the interpretation and application of laws, regulations, policies, contracts, and collective bargaining agreements related to payroll and fiscal operations, especially in situations that are complex or novel, have larger policy implications, or impact other functions.
10. Collaborate with leaders of internal departments, external agencies, auditors, software vendors, other county offices of education, and regulators regarding fiscal and payroll matters representing SBAS on sensitive or high-level matters.
11. Recommend appropriate staffing levels for team; review recommendations from supervisors with regard to employee selection, evaluation, and discipline.
12. Oversee the training and professional development of staff; lead or participate in regular staff meetings.
13. Assist supervisors and/or staff in resolving the most complex or sensitive issues or errors.
14. Assist in the development and administration of SBAS budgets and monitor expenditures for compliance and fiscal accountability.
15. Oversee the research, analysis, and continuous improvement of fiscal and payroll processes, systems, and services; lead project teams to implement improvements.
16. Lead strategic planning, special projects, audits, and system initiatives related to business and fiscal services.
17. Attend and participate in meetings, workshops, conferences, and professional development activities as assigned.
18. Perform related duties as assigned.

Requirements
A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree in business, public, or non-profit administration, accounting, finance, or related field.

Experience: Four years of experience performing professional accounting or payroll duties, preferably in a public K-12 education setting. Two years of experience as a supervisor of accounting or payroll staff are also required (in addition to, or as part of, the professional accounting or payroll experience).

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

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Knowledge of:

- Generally Accepted Accounting Principles (GAAP), Generally Accepted Audit Standards (GAAS), and Governmental Accounting Standards (GAS)
- Principles, practices, and procedures of governmental accounting, payroll administration, budgeting, auditing, and financial reporting
- Applicable federal, state, and local laws, regulations, codes, and reporting requirements related to payroll and fiscal services
- Payroll systems, financial software applications, database systems, and automated reporting tools
- Public agency defined benefit retirement systems
- Internal control practices and audit procedures
- Principles of budget development and management
- Principles and practices of competitive bidding and public contracting
- Data collection and management methods
- Strategic planning
- Principles of supervision, training and professional development, and performance evaluation
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and technology
- Standard office productivity software applications
- Telephone and email etiquette

Knowledge of the California School Accounting Manual (CSAM) is desirable.

Ability to:

- Learn the operations, policies, practices, and objectives of the County Education Office
- Plan, organize, and prioritize work of self and others
- Interpret, apply, and explain laws, regulations, policies, contracts, and technical procedures
- Analyze situations and data accurately, exercise sound judgment, and adopt an effective course of action
- Identify problems, evaluate alternatives, and implement effective solutions
- Coordinate and execute multiple projects, timelines, and reporting requirements
- Communicate effectively both orally and in writing
- Draft a variety of written materials, including policies, procedures, correspondence, and reports
- Establish and maintain effective working relationships with those supervised, individuals at all levels of districts served, and other stakeholders
- Work independently and as member or leader of a team
- Lead and work effectively with groups to accomplish goals and consistently meet timelines
- Train and provide technical guidance to staff and stakeholders
- Make accurate arithmetical computations

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- Use a variety of computerized accounting, enterprise, and other software programs
- Understand and follow oral and written directions
- Meet schedules and deadlines
- Maintain confidentiality of sensitive financial and personnel information

Licenses and certificates
Possession of a valid California driver's license and the use of a dependable vehicle are required. These requirements may be waived if the incumbent is able to perform their duties efficiently using alternative means of transportation.

Working conditions
An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions will be frequent.

This classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.

Occasional evening or weekend work may be required. Occasional lifting and carrying of objects weighing up to 20 lbs.

Management salary range 21

Approved by the Personnel Commission: August 27, 2026