

MANAGER - PAYROLL

Purpose Statement

The job of Manager - Payroll was established for the purpose/s of supervising the activities of the payroll department including developing reporting procedures and internal controls; implementing procedures and processes; ensuring the accuracy of payroll-related data and compliance with district and regulatory agency requirements and guidelines; and monitoring employee performance achieving the department's overall objectives.

This job reports to Associate Superintendent of Business Services

Essential Functions

- Authorizes manual checks for the purpose of resolving problems and meeting special compensation requirements.
- Develops master schedule (e.g. course numbers, sections, teachers, room numbers, number of seats available, periods, term and days for each section, etc.) for the purpose of ensuring student course and class size requirements are accurate.
- Develops new policies and internal controls for the purpose of ensuring the accuracy of data and compliance with applicable standards and specifications.
- Implements assigned programs and/or projects for the purpose of conforming to administrative, state and/or federal requirements.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Monitors preparation of required local, state and federal reports (e.g. W - 1, 941, etc.) for the purpose of ensuring compliance with mandatory filings.
- Orients staff for the purpose of providing information on proper operation of electronic systems.
- Prepares written materials (e.g. reports, memos, correspondence, procedures, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Researches discrepancies of payroll information and/or documentation for the purpose of ensuring accuracy and implementing corrective measures, as necessary.
- Supervises assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Supervises assigned personnel for the purpose of ensuring their department and individual performance objectives are met.
- Supervises department functions including hiring/termination recommendations, planning / scheduling / coordinating activities, training, advising, consulting, etc. for the purpose of ensuring that the department functions in a safe and efficient manner.

Other Functions

- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing accounting procedures; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: district payroll and retirement system procedures and terminology; principles of supervision and training; principles and practices of data collection, report preparation, public accounting and general accounting.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 85% sitting, 10% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing
Pre-employment Proficiency Test

Certificates & Licenses
None Specified

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date
8/1/2008

Salary Grade
Exempt 81X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____