

SANTA CRUZ COUNTY OFFICE OF EDUCATION

MANAGER, PAYROLL

DEFINITION

The job of Manager, Payroll is done for the purpose/s of providing support to the educational process with specific responsibilities for managing assigned internal and external accounting, fiscal and payroll and retirement operations and activities; overseeing assigned personnel; and providing information to others.

This job reports to assigned administrator.

SUPERVISION EXERCISED

No supervision exercised.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Authorizes manual payroll checks for the purpose of resolving problems and meeting special compensation requirements.

Coordinates with county office and district personnel for the purpose of implementing and maintaining Payroll, W-2 Reporting, Benefit and Retirement confidential information for the purpose of meeting compliance with local policies, bargaining agreements; state and federal laws.

Develops reporting procedures and internal controls (e.g. posting, balancing, reconciliation and audits of financial or payroll records and accounts, etc.) for the purpose of data that is accurate and compliant with accounting practices, state and federal mandates and internal protocols.

Maintains a wide variety of manual and electronic confidential documents, files and records (e.g. payroll records, tax reports, personnel records, statistical/financial reports, budget, benefits and retirement eligibility information, etc.) for the purpose of ensuring all records are maintained and archived in accordance with board and administrative policies, state and federal laws.

Manages payroll information by designing systems; directing the collection, calculation, and entering of data (e.g. updates payroll records, review and approve changes and exemptions, benefit insurance enrollment/deductions, savings deductions; job titles, department/ division transfers, etc.) for the purpose of operating efficiency and ensuring records are maintained and archived in accordance with board and administrative policies, state and federal laws.

Manages payroll department processes for the purpose of ensuring that the department protocols are aligned with state, federal and local mandates; staff are paid accurately in a timely manner.

Monitors account balances related to district funds at the county level for the purpose of ensuring that allocations are sufficient to process payroll and related taxes for each district.

Oversees preparation of a variety of external and internal reports and summaries (e.g. taxes, tax sheltered annuities, insurance deductions/premium payments, accrued vacation, accrued sick leave, federal and state payroll tax reports, revolving fund accounts, payroll deduction billings,

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

classified and certificated retirement reports, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing reference materials.

Participates in meetings, workshops and seminars (e.g. in-service training, staff meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Recommends policies, procedures and/or actions (e.g. new/varied payroll-related topics, etc.) for the purpose of providing direction for meeting the County's goals and objectives.

Researches discrepancies of payroll information and/or documentation (e.g. incorrect paychecks, STRS and PERS errors, tax reports and compliance documents, etc.) for the purpose of resolving discrepancy and identifying procedural problems

Responds to inquiries regarding a variety of procedures and requirements (e.g. payroll procedures, record keeping requirements, interpretation of leave policies, wage garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing information and/or resolving problems.

Serves as a technical resource to school district administrators/personnel, County Office personnel (e.g. answers inquiries, recommend new/varied payroll policies/procedures, researches data, etc.) for the purpose of providing information and/or advice regarding active or planned projects, negotiations, financial impact of laws/decisions, and identify opportunities to enhance operations.

Supervises personnel functions (e.g. hire, train, professional development, performance evaluations, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of staff and ensuring department goals are achieved.

Supervises assigned activities and/or projects (e.g. payroll and retirements reporting, payroll changes and deductions, posting/balancing/reconciliation of financial records, benefits, W-2 reporting, etc.) for the purpose of ensuring efficient implementation and compliance with regulatory requirements and established guidelines.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Knowledge of:

Perform algebra and/or geometry.

Read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems.

General accounting, finance, payroll, and audit principles and procedures.

Integrated payroll software.

Knowledge of (continued):

Concepts of database structures.

Federal and state payroll regulations and laws.

Skill and Ability to:

Perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions.

Applying pertinent policies, codes and requirements.

Operating standard office equipment including pertinent software applications.

Planning and managing projects.

Preparing and maintaining accurate records.

Schedule activities, meetings, and/or events.

Routinely gather, collate, and/or classify data; and use job-related equipment.

Flexibility is required to work with others in a wide variety of circumstances.

Work with data utilizing defined but different processes.

Operate equipment using standardized methods.

Work with a diversity of individuals and/or groups.

Work with data of varied types and/or purposes.

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.

Problem solving with equipment is limited to moderate.

Providing direction and leadership.

Being attentive to detail.

Communicating with diverse groups.

Meeting deadlines and schedules.

Maintaining confidentiality.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

A Bachelor's degree from an accredited college in business administration, accounting, closely related field or college coursework in business administration or accounting supplemented by six years of experience. Relevant closely job-related experience, education, certificates and/or licensed may be substituted.

Experience:

Job related experience within a specialized field is required.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

Working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some 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.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Approval Date: June 19, 2012 (Formerly Titled: Coordinator, Payroll)

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