

SANTA CRUZ COUNTY OFFICE OF EDUCATION

MANAGER, PAYROLL

DEFINITION

Under general direction of the Director of Fiscal Services, plan, organize and coordinate the performance of various internal and external accounting, fiscal, and payroll operations and activities; oversee and audit the preparation, processing and maintenance of COE and all local school district payroll to assure employees are paid accurately and in accordance with established requirements and timelines; assure proper completion of tax, retirement plans and other reports; supervise, train and evaluate assigned personnel.

SUPERVISION EXERCISED

Supervise and evaluate the performance of assigned personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, organize, manage and participate in the preparation, review, and updating of all County Office and school district certificated and classified payroll and related reporting functions.

Supervise and participate in the review and verification of classified (CalPERS) and certificated (CalSTRS) retirement reporting and W2 processing.

Assume fiscal management responsibility for a variety of special projects; oversee and participate in the preparation of payroll and retirement reports to comply with state, federal, and special project requirements.

Supervise and participate in the balancing of federal and state payroll tax reports, payroll, revolving fund accounts and payroll deduction billings.

Supervise and evaluate the performance of assigned personnel, interview and select employees; coordinate work assignments and review work to ensure compliance with established standards, requirements, procedures and timelines.

Correspond with a variety of private firms; credit unions, banks, school district staff, and employees regarding payroll issues.

Supervise and process personnel payroll changes and deductions; make corrections to reflect changes occurring after payroll processing.

Supervise the posting, balancing, and reconciliation of financial or payroll records and accounts.

Verify teacher and management contracts for conformity to negotiated agreements and other established standards and requirements; monitor and approve all personnel request forms; verify the action through position control; assign program and object account numbers.

Train, supervise, and evaluate staff assigned to unit. Plan, prioritize, and review staff assignments and responsibilities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Provide guidance concerning, and interpretation of, fiscal or payroll decisions to administrators and to technical and clerical personnel.

Maintain informational contact with officers of federal, state, and local government agencies.

Provide consultation, guidance and technical expertise to school district administrators and personnel concerning payroll operations and functions; respond to and resolve difficult and sensitive inquiries, questions, problems and complaints.

Conduct research, analyze data, and make recommendations on the formulation of new or varied payroll related policies and procedures.

Develop and conduct workshops and provide in-service training for school district or County Office personnel and to comply with the Santa Cruz County Office of Education's Board policies and administrative regulations.

Analyze and advise school district or County Office of Education personnel on financial impact of various laws or decisions.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and procedures of accounting and finance.

Principles and procedures of payroll processes.

Pertinent labor code, education code, government code and IRS code.

Principles of financial analysis and research procedures.

Audit principles and techniques.

Principles and practices used in government and accounting, auditing, and budgeting.

Pertinent laws, rules, and policies affecting payroll and fringe benefits.

Principles and practices of supervision and training.

Skill and Ability to:

Analyze financial and payroll problems; prepare reports, and develop records and procedures.

Interact with and maintain cooperative relationships with all levels of staff and the public.

Provide leadership and direction to department staff in a manner that encourages high morale, team cooperation, creative problem solving, positive motivation and efficiency; plan and organize work to meet priorities and timelines.

Supervise and evaluate the performance of assigned personnel.

Analyze problems and situations accurately, identify solutions, project consequences of proposed actions and implement an effective course of action.

Work independently with little direction.

EDUCATION AND EXPERIENCE

Any combination equivalent to experiences 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:

Equivalent to graduation from college in business administration, accounting, or a closely related field, or college course work in business administration or accounting supplemented by six years of experience.

Experience:

Experience in accounting, public financial management, or a closely related field.

License or Certificate:

Possession of, and ability to maintain the requirements for, a valid California driver's license issued by the state Department of Motor Vehicles, and to be insurable.

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 essential functions. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

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