

PAYROLL SUPERVISOR

DEFINITION

Under the direction of the assigned administrator, supervise, coordinate and perform the activities of the District's Payroll Department.

TYPICAL DUTIES

Supervise, coordinate and perform the activities of the Payroll Department; coordinate payroll activities with other departments and the colleges; train, supervise and evaluate assigned employees; participate in interviewing and selecting new employees; ensure accountability and adherence to applicable laws, regulations, policies and procedures; review, correct and audit payroll information; input and balance data as needed; oversee and participate in the reconciliation of individual earnings for W-2 reporting purposes; reconcile federal and state tax withholding, unemployment insurance, Social Security, Medicare, retirement, and other accounts with the County Office of Education; respond to verbal and written inquiries from employees regarding payments, tax withholding, retirement reporting and voluntary deductions; compile and organize payroll data and prepare reports and summaries to assist management in budgeting and collective bargaining processes; provide technical expertise to district administrators regarding payroll operations and assist in developing new policies and procedures as required; communicate with representatives of government agencies, financial institutions, retirement systems and bargaining units to exchange information, resolve issues and coordinate activities; oversee and participate in the preparation of payroll records including timecards, payroll worksheets, warrant registers and other materials in accordance with District and government requirements and regulations; prepare and distribute comprehensive financial and statistical reports related to payroll, retirement leaves and unemployment insurance to appropriate offices and agencies; coordinate efforts across District Office departments to enhance and maintain automated systems and reporting capabilities; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Two years of experience in a lead or supervisory position in any field. Four years of increasingly responsible experience in a finance related field, one year of which must include payroll responsibilities (the required lead/supervisory experience may also be used to meet this requirement).

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

Bachelor's degree from an accredited institution in accounting, finance, or related field; **OR**, a Bachelor's degree from an accredited institution in any area **AND** one additional year of qualifying experience.

KNOWLEDGE OF

Principles and practices of effective leadership, supervision, and training; applicable federal, state and local laws and regulations, such as Education Code and Labor Code; applicable District policies, regulations, collective bargaining agreements, standard operating procedures, and objectives of assigned programs; current industry practices; requirements of various funding sources; recordkeeping techniques in a complex business environment; general accounting and financial controls; preparation, maintenance, verification and processing of payroll records; modern office practices, procedures and equipment.

ABILITY TO

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply and explain laws, regulations and policies; assist in the development and design of systems; maintain effective internal controls; participate in payroll duties to assure the timely and accurate distribution of District payrolls; perform complex payroll preparation and verification duties; post data and make arithmetical computations quickly and accurately; monitor, adjust and reconcile payroll data; analyze information and situations accurately and adopt an effective course of action; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate information and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students and employees; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.