



Position: Supervisor, Payroll and Benefits
Department: Business Services
Reports To: Director III, Fiscal Services

FLSA: Exempt
Pay Grade: Classified Management

SUMMARY

Under general direction of the Director, Fiscal Services, supervises the performance of payroll functions; provides leadership and guidance by training, coordinating, reviewing and assisting in the evaluation of staff; maintain a high level of customer service for the department. Oversees the preparation of complex financial and statistical records and reports related to payroll and benefit functions and assures the timeliness and accuracy of payroll production and benefit transactions.

ESSENTIAL TYPES OF DUTIES (Examples)

- Provides quality customer service in assisting employees with payroll and benefits issues;
- Supervises and participates in the timely preparation and processing of regular, variable and special payrolls, retirement reporting, and benefit transactions; balances and approves payrolls issued;
- Establishes schedules and priorities; develops annual payroll calendars, processing schedules and deadlines for payroll document submission to the payroll and benefits units;
- Develops and maintains payroll and benefits procedure manuals and documents; conducts staff training and plans for the professional development of staff;
- Assists the Director with the management of District benefit programs, including various insurance plans, COBRA, retirement, voluntary deductions, deferred compensation and other benefits; coordinates and maintains all benefit program components including enrollment, orientation, open enrollment schedules and materials and benefit summaries;
- Serves as a liaison with district departments, school sites and county office staff to coordinate payroll and benefit processing;
- Supervises, and evaluates the performance of assigned personnel;
- Provides consultation and technical expertise to Director, administrators and personnel concerning payroll and benefit processing ; responds to inquiries, resolves issues, errors and discrepancies in related reports and statements;
- Participates in audits and assists in the budget development process; and
- Performs other related duties as required.

QUALIFICATIONS

Knowledge and Skills: Requires the knowledge of G.A.A.P.; public agency payroll and benefit administration; data collection, and financial and statistical recordkeeping techniques; preparation, maintenance, verification and processing of payroll records; payroll policies and procedures; applicable sections of Education Code and other applicable laws related to payroll and benefits processing and reporting; principles and practices of administration, supervision and training; and, modern office , practices, procedures, and equipment including computers and related software.

Abilities: Requires the ability to plan, organize, direct and supervise payroll and benefit operations; supervise and evaluate the performance of assigned personnel;; ensure proper and timely resolution of payroll and benefits issues, errors and discrepancies;; learn, interpret, apply and explain laws, codes, regulations; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; analyze situations accurately and adopt an effective course of action; meet schedules and timelines; direct and participate in the preparation and maintenance of various financial and statistical records and comprehensive accounting reports; understand and carry out directions in an independent and problem solving manner; work accurately under pressure; effectively use word processing, electronic spreadsheet, and graphics software; enter and retrieve financial data from a computer system; detect deviations from established procedures and requirements; maintain complex records, analyze data and prepare accurate reports;; and gather, compile, compute and summarize information for a variety of reports;; write clear and concise memos and other correspondence;

Physical Abilities: With or without the use of aids, requires sufficient visual acuity to recognize letters and numbers, to read printed materials; sufficient hand/eye coordination and manual dexterity to write and operate a personal computer keyboard; ability to hear and understand in person and on the telephone; speak to exchange information and make presentations; see to read a variety of materials; and sufficient body movement and mobility to drive an automobile.

Education and Experience: Any combination equivalent to two years of college level course work in accounting, business or closely related field and three (3) years of increasingly responsible experience payroll/benefits processing, including supervision or training of others in these areas;. Additional qualifying experience may substitute on a year-for-year basis for the required education. Related experience in a public agency is desirable.

Licenses and Certificates: Possession of a valid driver's license and evidence of insurability, TB Test clearance, and Criminal Justice Fingerprint clearance.

Board Reviewed: TBD