

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, PAYROLL-DISTRICTS

BASIC FUNCTION:

Under the direction of the Director, District Business Services, organize and direct the operations and activities of district payroll services; oversee and audit the preparation, processing and maintenance of district payrolls to assure employees are paid in an accurate and timely manner; assure proper completion of tax, retirement plan and other reports according to established time lines; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the operations and activities of district payroll services; organize workload, set priorities and manage timelines; develop the monthly calendar including rates.

Assure payroll activities comply with STRS/PERS rules, State and federal regulations, applicable Education Codes and other laws, procedures and policies related to district payroll reporting and processing.

Oversee, analyze and audit the preparation, processing and maintenance of district payrolls to assure employees are paid in an accurate and timely manner; review information for accuracy, identify discrepancies, make corrections and resolve problems as necessary.

Train and evaluate the performance of assigned payroll personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Assure proper completion of tax, retirement plan and other reports according to established time lines; balance and prepare tax reports including the W-2C, W-3C, Form 941, DE6, DE7, labor statistics report and reconcile other worksheets and related data; assure reports are submitted to appropriate agency or personnel according to established time lines.

Serve as a technical resource to administrators and employees concerning payroll accounting activities, salaries, retirement plans and other contribution accounts; respond to inquiries and provide information; respond to complaints from employees throughout the County and serve as mediator as needed.

Provide technical information and assistance to the Director concerning payroll activities, needs and issues; assist in the formulation, development and implementation of policies, procedures and programs; assist in the modification of programs and procedures to assure compliance with established requirements as necessary.

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Research and respond to IRS and Social Security Administration correspondence; review inquiries, conduct research and respond as appropriate; resolve or correct related issues or concerns.

Prepare and maintain a variety files, records and reports related to personnel, payroll, retirement, deductions, garnishments and assigned activities; generate a variety of mandated and requested computerized reports related to payroll activities; prepare correspondence; approve journals and develop correcting journals as needed.

Provide designated school districts with training, auditing and implementation services for CEC-related payroll functions.

Operate a variety of office equipment including a calculator, copier, fax machine, shredder, typewriter, microfiche, computer and assigned software; drive a vehicle to district sites as needed.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and resolve issues or concerns.

Maintain current knowledge of legislation, federal and State law changes; attend conferences, seminars and State agencies meetings and related workshops; advise personnel of new legislation and new procedures and provide training as needed.

Perform reconciliations of trust funds and recon cash.

Attend a variety of meetings as assigned.

OTHER DUTIES:

Assist the community college with financial reporting.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of supervision and training.

Preparation, maintenance, verification, processing and auditing of payroll records and reports.

Payroll policies, objectives and procedures of the County Office and school districts.

Tax withholding, voluntary deductions, garnishments and supplemental insurance.

STRS and PERS retirement plans.

Organization, operations, policies and objectives of the County Office and school districts.

Applicable laws, codes, regulations, policies and procedures.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

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Interpersonal skills using tact, patience and courtesy.
Mathematical computations.
Research methods and procedures.

ABILITY TO:

Organize and direct the operations and activities of district payroll services.
Oversee and audit the preparation, processing and maintenance of district payrolls to assure employees are paid in an accurate and timely manner.
Assure proper completion of tax, retirement plan and other reports according to established time lines.
Train and evaluate the performance of assigned personnel.
Prepare and maintain a variety of automated and manual records, files and reports.
Interpret, apply and explain policies, procedures, rules and regulations.
Serve as a technical resource to personnel concerning payroll functions and activities.
Monitor, adjust and reconcile payroll data.
Maintain current knowledge of new legislation.
Plan and organize work.
Work confidentially with discretion.
Work independently with little direction.
Operate standard office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide quickly and accurately.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, accounting or related field and three years related experience with increasing responsibility in school district payroll accounting and administration.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and calculator.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.