

## PAYROLL MANAGER

### DEFINITION

Plans, organizes, and manages the activities of the District's payroll unit.

### TYPICAL DUTIES

Plans, schedules, and manages the activities of the District's payroll unit which include:

- Payment of and accounting for salary, payroll deductions, quota accruals and balances, benefits, and related obligations of the District.

- Maintenance of payroll records.

- Accounting and reporting of retirement-system contributions.

- Investigations and correction of payroll discrepancies and problems.

Develops and recommends policies, procedures, practices, and guidelines related to the management of the District's payroll.

Analyzes the effect and makes recommendations related to proposed legislation, laws, regulations, contract provisions, legal opinions, and legal decisions that affect the payroll process.

Plans and implements computerized management information systems related to the work of the Payroll Unit.

Coordinates the work of the unit with colleges and other units of the District.

Serves as the technical advisor to the Director of Accounting on matters related to payroll management.

Confers with administrators and information technology staff on the formulation of payroll system specifications and the implementation of system modifications.

Acts as liaison on complex payroll matters with auditors engaged in regulatory, contractual, and operations audits of the District's payroll.

Directs and/or prepares correspondence, reports, and presentations related to unit operations.

Directs the training of employees in the work of the unit.

Develops the budget for the unit; reviews and controls the expenditure of funds.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A **Payroll Manager** plans, organizes, and manages the activities of the District's payroll unit. An incumbent in this job classification applies a thorough knowledge of payroll principles, practices, and accounting in the development, maintenance, and modification of payroll systems and in the resolution and prevention of complex operating problems in accordance with established District policies and objectives.

An **Accounting Manager** performs a combination of professional accounting and administrative duties as the manager of a major unit of professional, supervisory, and clerical accounting staff. The assigned duties require the application of advanced accounting principles and analytical skills to develop and revise procedures, records, and statements and to resolve and prevent problems in accordance with policies and objectives of the District.

A **Director of Accounting** plans, organizes, coordinates, evaluates, and directs the District's general and special funds accounting, payroll, and related operations.

## SUPERVISION

General supervision is received from the Director of Accounting. General supervision is exercised over professional, supervisory, and clerical staff assigned to the payroll unit.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles, practices, systems and procedures of payroll administration including personnel assignments, time reporting, payroll processing, deduction control, records maintenance and documentation, and payroll accounting
- Principles of accounting
- Capabilities of computer applications, systems, and hardware used in the management of payroll operations
- Federal, State, and local laws related to wages, salaries, fringe benefits, deductions, and disbursements of funds
- Board Rules, Personnel Commission Rules, and union contracts as they relate to wages, salaries, fringe benefits, and deductions
- Policies, rules, and regulations related to the State Teachers' Retirement System, the Public Employees' Retirement System, and the Public Agency Retirement System
- Organization, functions, and inter-relationships of operating units and programs of the District
- Principles and practices of organization and management
- Organization and management of records
- Principles of business and public administration
- Principles of supervision and training

### Ability to:

- Plan, schedule, and manage complex payroll operations
- Develop and implement effective policies, systems, procedures, and practices
- Interpret and apply laws, rules, and regulations related to payroll operations
- Effectively utilize computer equipment, software, and management information systems in the performance of duties
- Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations
- Provide leadership and technical assistance to others
- Prepare effective written and oral communications, reports, and presentations
- Evaluate work methods and performance
- Organize work to meet critical deadlines
- Stimulate teamwork and promote cohesiveness to achieve unit goals
- Train, motivate, and supervise employees
- Effectively express complex concepts orally and in writing
- Establish and maintain effective working relationships with District staff, bargaining unit representatives, and representatives from other organizations

## ENTRANCE QUALIFICATIONS

### Education and Experience:

- A. Graduation from an accredited college or university preferably with a major in business administration, public administration, accounting, economics, or a related field.

### **AND**

Four years of full-time paid professional-level experience in payroll operations or accounting with responsibilities for payroll operations, two years of which must have been in a supervisory or management position.

To be considered qualifying, the payroll experience above must have included responsibility for time reporting, payroll processing, deductions, computer systems development and/or maintenance, records maintenance, and payroll accounting for a central payroll unit serving over 1,500 employees.

### **OR**

- B. An associate's degree or its equivalent from an accredited college or university with a major in business administration, accounting, economics, or a closely related field.

### **AND**

Six years of full-time paid experience in a supervisory or management position in payroll operations or accounting with responsibility for payroll operations.

To be considered qualifying, the payroll experience above must have included responsibility for time reporting, payroll processing, deductions, computer systems development and/or maintenance, records maintenance, and payroll accounting for a central payroll unit serving over 1,500 employees.

### Special:

A valid Class "C" California driver's license must be obtained within 60 days after appointment.

Access to an automobile.

Must meet the requirements for bonding.