

## **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.