

Sweetwater Union High School District

PAYROLL MANAGER

Purpose Statement

The job of Payroll Manager is done for the purpose/s of ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, funds distribution, assuring compliance with district and county policies, education code, state and federal regulations, etc.; responding to inquiries and/or requests for data and/or reports; providing timely and accurate payroll production; and to provide staff assistance to the Chief Finance Officer.

Essential Functions

- Coordinates the payroll process with other departments and schools for the purpose of delivering services in conformance with established guidelines.
- Monitors assigned payroll activities and/or program components for the purpose of ensuring effective department functioning, coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Assists in developing and monitoring automated fiscal systems for the purpose of analyzing, maintaining and providing information regarding assigned funds.
- Prepares and oversees the preparation of a variety of payroll related documents (e.g. invoices for overpayments, retirement plan transfers, payroll register, stop payments, W-2 controls, worker's compensation checks, etc.) for the purpose of documenting activities and issues; meeting compliance requirements, and providing audit references.
- Reconciles account balances for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Informs personnel and/or carriers and/or financial institutions regarding required documentation and/or procedures for the purpose of conveying information necessary to complete transactions.
- Compiles data from a wide variety of sources (e.g. time sheets/payroll, salary adjustments, tax deposits, etc.) for the purpose of analyzing issues, ensuring compliance with mandated requirements, and/or monitoring program components.
- Verifies a variety of payroll related information (e.g. time sheets, direct deposits, wage attachments, benefits, etc.) for the purpose of ensuring accurate distribution of funds and payroll.
- Supervises assigned personnel (e.g. screening, interviewing, recommending, training, evaluating, etc.) for the purpose of enhancing productivity of staff, and ensuring that department outcomes are achieved.
- Oversees workload of department for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
- Maintains a wide variety of payroll information, files and records in written and electronic formats for the purpose of providing an up-to-date reference and audit trail for compliance.
- Communicates with a variety of internal and external parties (city/state/federal agencies, etc.) for the purpose of ensuring accurate processing of payroll deductions/garnishments.
- Facilitates meetings for the purpose of identifying appropriate actions, developing recommendations and supporting other staff. Attends meetings for the purpose of conveying and/or receiving information required to perform functions.
- Responds to written and verbal inquiries for the purpose of providing information and/or direction.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: using pertinent software applications; operating standard office equipment; performing accounting procedures; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/payroll processing principles; business telephone etiquette; STRS and PERS guidelines; and applicable education code, laws, rules and regulations.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department and/or across several small work units; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

Education/Experience

Bachelor's degree from an accredited college or university with major course work in accounting, finance or related field. Three years of responsible automated technical payroll accounting experience.

Required Testing

None Specified

Certificates & Licenses

Valid California Driver's License

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410