

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Payroll Assistant Manager	FLSA:	Exempt
Department/Site:	Payroll	Salary Grade:	37
Reports to/Evaluated by:	Payroll Manager	Salary Schedule:	Classified Management

SUMMARY

Coordinates and participates in the operations of the districts retirement reporting and payroll preparation and distribution processes. Initiate and implement business process analysis and design.

DISTINGUISHING CAREER FEATURES

This is a management level position within the payroll department. There may be direct line supervision over Payroll Specialists, Payroll Technician and Payroll Assistants. The position performs work which is complex and technical in nature. Initiate business process analyses and design. Serve as technical advisor and resource. Work with departments, payroll staff and payroll manager to apply workflow principles and techniques. Primarily work is performed independently, guided by California Education Code, Board Policy, state pension retirement laws and standard operating procedures. Prospective incumbents must have prior experience or supervisory or management training. Advancement from Payroll Assistant Manager is possible with the proper level and variety of leadership experience and knowledge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organize & participate in the operations of District payroll preparation & distribution including retirement compliance and reporting.
- Train payroll personnel engaged in payroll processing & related functions to ensure timely, accurate & legally compliant payroll operations. Answer system application questions & provide staff support & back-up.
- Assist in payroll accounting work according to established procedures, departmental guidelines, & regulatory requirements applicable to the work, e.g., court ordered & voluntary deductions, accruals, additional pay, direct deposits, retroactive pay, retirement & taxes.
- For the purpose of business analyses - Produce, audit and submit state pension reports. Run various processes from within the payroll system to generate pension reports and edits. Review and audit report for accurate pay rate, earnings, and service credit details. Reconcile and balance various general ledger accounts. Produce and submit final, balance report to the appropriate state agency.
- For the purpose of business analyses - Perform a variety of advanced technical payroll duties involved in the processing of the District's payroll, timesheets and retirement

- Understand workflow of leave of absences maintained by Payroll Specialists.
- Assist payroll staff in the understanding and application of payroll system applications, policies & procedures.
- Assist departments with information concerning salaries, deductions, contributions & payroll policies.
- Provide technical support & communications to payroll personnel on system changes, upgrades & procedures. Trouble-shoot errors within the payroll system to determine the cause & take necessary action to correct.
- Assist Technology with system data integrity & follow-up; Serve as a system data liaison between Human Resources, Budget & Finance, Payroll, Benefits & Information Technology.
- Assist with salary tables, payroll calendars, payroll system set-up, system tax/retirement rates; coordinate & carry-out annual leave allocation process.
- Complete state annual statistical reporting, monthly tax/retirement payments, reports & file submission, check voids, tax adjustments, pre-tax deduction refunds, vendor check generate, tax/retirement payments & voluntary deductions.
- Initiate & develop processes regularly to achieve more effective & efficient processes within the payroll department; Coordinates, participates & maintains activities in the development & maintenance of integrated payroll systems.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires a knowledge of laws, regulations and procedures that govern payroll and payroll processing. Requires knowledge of pay programs and systems of the District. Requires sufficient human relations skills to convey technical information to all levels of staff. An in-depth technical knowledge an integrated/automated payroll system is desirable. Experience in business analysis and operational improvement is required. Extensive knowledge of data processing systems and their district payroll applications.

Abilities: Requires the ability to perform all aspects of the position. Requires the ability to conduct complex technical research, arithmetic computations and prepare reports. Requires the ability to analyze situations, develop and adopt effective solutions. Must be able to guide and lead staff in a manner which encourages high morale and efficiency.

Physical Abilities: Requires sufficient hand coordination to use a keyboard for routine typing and data entry, plus arm/hand movements to retrieve work material s and operate a variety of general office equipment.

Education and Experience: Bachelor's Degree in related field supplemented by three (3) years of increasingly responsible experience in business process analyses, technology, human resources, and/or payroll field. Additional experience may substitute for some higher education. Preferable one (1) year supervisory experience.