

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Payroll Manager	FLSA:	Exempt
Department/Site:	Payroll	Salary Grade:	46
Reports to/Evaluated by:	Director of Budget and Finance	Salary Schedule:	Classified Management

SUMMARY

Plans, manages, coordinates and participates in the operations of the districts retirement reporting and payroll preparation and distribution processes. Prepare and maintain quarterly and annual tax reports and processing of W2's.

DISTINGUISHING CAREER FEATURES

This is a management level position within the payroll department. Manages Payroll Specialists, Payroll Technician and Payroll Assistants. The position performs work which is complex and technical in nature. Work is performed independently, guided by California Education Code, Board Policy, state pension retirement laws and standard operating procedures. Advancement to this position could be lateral or through the payroll accounting ladder. Advancement would require additional education and experience. Prospective incumbents must have prior supervisory experience or considerable supervisory or management training. Advancement from Payroll Manager is possible with the proper level and variety of leadership experience, knowledge and formal education.

ESSENTIAL DUTIES AND RESPONSIBILITES

- Manage, organize & participate in the operations of District payroll preparation & distribution including retirement compliance and reporting.
- Supervise, train & evaluate payroll personnel engaged in payroll processing & related functions to ensure timely, accurate & legally compliant payroll operations. Answer questions & provide staff support with issues of concern & back-up.
- Oversee 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.
- Interprets & explains payroll administrative policies & guidelines to employees, sites & departments. Assists staff in the understanding and application of payroll & related human resources policies & procedures.
- Assist employees & departments with information concerning salaries, deductions, contributions & payroll policies.

- Provide technical support & communications to payroll personnel on system changes, upgrades & procedures. Troubleshoot errors within the payroll system to determine the cause & take necessary action to correct.
- Assist Technology with system data integrity during project implementation & follow-up; Serve as a system data liaison between Human Resources, Payroll, Benefits & Information Technology.
- Collaborate with benefits department on impact to payroll & timeframes for implementation of rate changes.
- Maintain payroll timelines & ensure they are met; Carry-out reconciliation & processing of regular & supplemental payroll for all Certificated & Classified personnel to completion.
- Maintain proper procedures, policies, rules & regulations that apply to payroll processing. Check payroll for compliance with rules, regulations & policies.
- Maintain salary tables, payroll calendars, payroll system set-up, system tax/retirement rates; coordinate & carry-out annual leave allocation process.
- Maintain accurate reporting of federal, state & special payroll taxes: Prepare & maintain monthly tax reconciliation reports, quarterly 941/941x tax reports; Initiate & carry-out W2 process to completion; Complete state annual statistical reporting; Process monthly tax/retirement payments & reports.
- Maintain & balance payroll liability accounts; i.e., retirement, voluntary & mandatory deductions.
- Maintain mileage rate schedule on a yearly basis for pay rate & title changes.
- Process check voids, tax adjustments & pre-tax deduction refunds.
- Initiate accounts payable interface to generate vendor checks for contributions, tax/retirement payments & voluntary deductions.
- Initiate & transfer files for taxes, retirement, tax shelter annuities & direct deposits.
- Initiate & maintain a set of complex Excel spreadsheets in order to validate Human Resources pay assignment data integrity, track & balance salary & employment changes; Establish routines for verifying data input of others into the HRIS system.
- 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 thorough knowledge of laws, regulations and procedures that govern payroll and payroll processing. Requires a complete knowledge of the pay programs and systems of the District. Requires sufficient human relations skills to convey personal and technical information to all

levels of staff. An in-depth technical knowledge of the Munis payroll system is desirable; of an integrated/automated payroll system is required. Requires in-depth knowledge of public employer payroll practices; desirable to have the same level of knowledge of district procedures. Requires thorough knowledge of data processing systems and their district payroll applications. Must know and understand the practices and principles of management application to business services. Requires knowledge of the laws, regulations and codes relating to school professional and para-professional staff.

Abilities: Requires the ability to perform all aspects of the position. Must be able to prepare clear, complete and concise financial records. 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 manage 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 materials and operate a variety of general office equipment.

Education and Experience: Bachelor's degree in accounting or related field. Four (4) to five (5) years of responsible experience in accounting work, including two years in payroll accounting. Preferably one (1) year supervisory experience. Additional payroll experience may substitute for some higher education.