PAYROLL SUPERVISOR

BASIC FUNCTION:

Under the direction of the Controller, plan, organize and oversee payroll processing for District classified, student and academic employees; assure payroll activities comply with District rules and regulations, various unit contracts, State Education Code and other codes and laws; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

- Plan, organize and oversee the performance of tasks necessary for the preparation of classified, student and academic payrolls; assure the accuracy and strict payroll time lines are met; maintain and update databases for student employees. E

- Interpret federal and State laws related to payroll operations and assure District compliance; research and review bargaining unit contracts, procedure manuals, governmental documents and others. E

- Prepare comprehensive federal and State quarterly and annual reports, wage garnishments, unemployment claims and various accounts with appropriate agencies; maintain leave accounting records. E

- Monitor, oversee and evaluate payroll office processes and revise and update to assure accurate and efficient operation. E

- Train and evaluate the performance of assigned staff; recommend transfers, reassignment, termination and disciplinary actions. E

- Oversee and participate in the reconciliation of individual earnings for W-2 reporting, voluntary and involuntary benefit programs, Flexible Spending and Tax Sheltered Annuity programs. E

- Update and train campus staff in various payroll/personnel related areas such as bargaining agreements, earning and use of leaves, unemployment, workers’ compensation, federal and State labor-related laws. E

- Communicate with representatives of government agencies, County Office of Education, financial institutions and retirement systems and tax shelter annuity providers; make decisions, resolve issues and coordinate necessary activities. E

- Compile and organize payroll-related data and prepare reports and summaries as requested to assist management in accounting, budgeting/reporting process. E
• Oversee the processing of employee voluntary and involuntary deductions, vendor warrant distribution, tax status changes, wage garnishments and subpoenas of employee records. 

• Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

• Policies and procedures involved in preparation, verification, maintenance and processing of payroll records.
• District organization, operations, policies and objectives.
• Applicable sections of State Education Code, Workers’ Compensation Code, Unemployment Code and other applicable governmental codes and laws.
• Basic accounting policies and procedures.
• Collective bargaining agreements.
• Oral and written communications skills.
• Modern office practices, procedures and equipment.
• Record-keeping techniques.
• Principles and practices of supervision and training.
• Technical aspects of field of specialty.
• Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

• Interpret, apply, analyze and explain laws, procedures and regulations pertaining to payroll procedures and programs.
• Maintain accurate and interrelated payroll records.
• Make mathematical calculations and projections quickly and accurately.
• Audit for completeness and accuracy.
• Identify and resolve errors.
• Develop forms for payroll processing.
• Represent District at Unemployment Appeals hearings.
• Diffuse volatile situations.
• Work independently with little direction.
• Establish and maintain effective working relationships with others.
• Analyze situations accurately and adopt an effective course of action.
• Meet schedules and time lines.
• Plan and organize work.
• Train and evaluate the performance of staff.
• Work confidentially with discretion.
• Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**
Any combination equivalent to: associate’s degree with emphasis in accounting, finance or a related field and four years of increasingly responsible experience in payroll preparation work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Office environment.

**PHYSICAL DEMANDS:**
Dexterity of hands and fingers to operate a computer keyboard and a 10-key calculator. Sitting for extended periods of time. Bending at the waist, kneeling or reaching to retrieve and file records.