

ASSISTANT DIRECTOR, PAYROLL

JOB SUMMARY

Under general direction of the Director of Business and Fiscal Services, the Assistant Director plans, organizes, coordinates, and supervises the District's payroll systems, processes, records, and work activities of staff to ensure compliance with applicable laws, codes, regulations, employee and labor contracts, and procedures. The Assistant Director coordinates and manages payroll services and position control data processing functions.

DISTINGUISHING CHARACTERISTICS

The Assistant Director, Payroll is assigned to exercise professional judgment and oversight in payroll matters for the District. The Assistant Director provides leadership and professional support to the department and assists in supervising department operations in the absence of the Director of Business and Fiscal Services.

SUPERVISION RECEIVED AND EXERCISED

The Assistant Director, Payroll receives supervision from and is evaluated by the Director of Business and Fiscal Services. The Assistant Director supervises payroll and support staff as assigned.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Assists with planning, organization, and supervision of the activities of staff in budget control, payroll preparation and calculation activities;
- Designs and conducts audits of District payroll accounts, prepares year-end payroll data for annual audit;
- Provides training to schools and departments on payroll processes and internal controls;
- Participates in the development of the monthly, quarterly, and annual reports;
- Provides technical assistance to staff in accordance with District and county procedures and Education Code Requirements;
- Advises and provides fiscal direction to program administrators, managers, and school districts on budget problems, fiscal impact, compliance issues, revenue projection and maximization, expenditures, and other related issues;
- Advises administrators, school site staff, and District staff regarding various fiscal policies and procedures, financial/budget system utilization, and other financial and budget related issues on a regular basis;
- Acts as a liaison with various county and state agencies to resolve payroll issues;
- Participates in budget development and makes budget adjustments as necessary;
- Supervises and participates in closing activities including reviewing and reconciling year-end payroll accruals;

- Prepares annual budgeting and interim projections for employee salary and benefits;
- Reviews and approves payroll deductions;
- Assists in analyzing operational costs to develop data and statistics for budgeting and administrative purposes;
- Selects, trains, instructs, supervises, and evaluates payroll staff;
- Reviews and processes employee paychecks and statements of earnings and deductions;
- Plans, organizes, coordinates and implements District labor union contract agreements related to employee compensation, employee fringe and health benefits, salary schedules, payroll related forms and other documents in coordination with the Personnel departments (Human Resources);
- Reviews, analyzes, recommends, develops, implements, and evaluates changes in existing accounting systems, procedures, and practices;
- Assists in the coordination of the Business Services data processing functions;
- Oversees and reviews all funds received and deposited in the county office of education
- Assists the Director of Business and Fiscal Services in preparation of District annual and interim budgets, including data for projections of salary and benefit expenditures by programs and funds;
- Ensures that all tax reports, retirement reports, and other reports required by local, state, or federal agencies are prepared and submitted in a timely fashion;
- Attends conferences and meetings for the purpose of maintaining professional knowledge, and to represent the District;
- Evaluates payroll department services to determine efficiency and effectiveness in meeting goals and objectives;
- Performs other related duties as assigned

EMPLOYMENT STANDARDS

Any equivalent combination of training, education and experience that demonstrates the applicant is likely to possess the required knowledge, skill and ability to perform the job duties:

Education: Bachelor's degree in Business Administration, Accounting, Finance, Public Administration, or a field related to the knowledge and abilities requirements of this classification.

Experience: Four (4) years of professional accounting experience, including participating in and overseeing employee payroll systems, is required. One (1) year of supervisory experience in the administration of a fiscal program, including payroll and position control is required. Public school district payroll experience is desirable.

Knowledge of:

- Generally accepted accounting, budgeting, and auditing principles, practices and methods, and their application to governmental accounting and payroll;
- Federal, state, and local laws, rules and regulations as they pertain to accounting procedures and systems and records retention;
- Applicable federal, state, and local laws, policies, provisions, regulations and legal requirements affecting payroll and accounting related functions in a California public school district;
- Principles, practices and techniques in financial analysis and payroll information;
- Principles of financial administration, including budget development and reporting;
- Principles, practices, methods, and techniques of organization, administration, supervision, training, and personnel management;
- Financial analysis and research procedures, methods, and techniques.
- Principles and practices of employee training and supervision;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications.

Ability to:

- Prepare clear and concise financial reports;
- Produce work products with high accuracy;
- Effectively maintain and ensure the security, confidentiality and integrity of records and information;
- Effectively manage changes on-the-job;
- Effectively research, compile, analyze and prepare clear and concise payroll reports, data and presentations;
- Efficiently and effectively manage own work and the work of others;
- Explain, interpret and apply federal, state, and local laws, rules and regulations related to accounting procedures, practices, and reporting requirements;
- Gather and analyze relevant information in order to make logical decisions;
- Effectively plan and coordinate the work activities and workload of payroll staff to meet timelines;
- Effectively communicate both orally and in writing;
- Develop and maintain a positive work relationship with others;
- Provide exceptional customer service; effectively work in a team environment;
- Keep others informed of critical information;
- Perform analytical and technical work related to payroll services;
- Utilize accounting systems and office computer equipment and software;
- Evaluate the work of others and effectively manage their job performance;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License:

- Possession of a valid Class C California Driver’s License and/or the ability to travel between job sites is required.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this clerical/accounting category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on specialized department assignment.

Work Environment: The incumbent works in an office environment. The incumbent has direct contact with the public and other employees through telephone, electronic mail and in-person, and thus requires the ability to effectively manage a high volume of work in a fast-paced work environment despite constant interruptions. Incumbents are required to work without direct supervision. Negative interactions resulting from these contacts can create stressful situations that are a regular part of the work environment and the job responsibilities. The noise level in the incumbent’s work environment is usually moderately loud.

Physical Demands: Primary functions of the position require physical ability and mobility to work in an office setting as follows: to sit for extended periods of time; to occasionally stand, walk, stoop, kneel and twist; to reach and bend at, below and above shoulder level; to lift, move, push, and pull objects up to twenty (20) pounds without assistance; to operate office equipment requiring the use of hands, fingers, repetitive hand movements, and fine coordination to operate a keyboard and other office equipment; to see within normal visual range and hear within normal audio range with or without correction; to effectively communicate orally and in writing to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	05/24/2022