

CONTRA COSTA COUNTY OFFICE OF EDUCATION

SALARY RANGE: 20

CLASS TITLE: MANAGER, DISTRICT PAYROLL SERVICES

BASIC FUNCTION:

Under the direction of the Director III, Business Services, organize and direct the operations and activities of District Payroll Services; oversee and audit the preparation, processing and maintenance of district payrolls to assure employees are paid in an accurate and timely manner; assure proper completion of tax, retirement plan and other reports according to established time lines; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the operations and activities of District Payroll Services; participate in the development and implementation of departmental policies and procedures; assure payroll activities comply with established laws, codes, policies, procedures and regulations.

Oversee and audit the preparation, processing and maintenance of payrolls to assure employees are paid in an accurate and timely manner; review information for accuracy, identify discrepancies, make corrections and resolve problems as necessary.

Assure proper completion of tax, retirement plan and other reports according to established time lines; review reports to assure accuracy; assure reports are submitted to appropriate agency or personnel according to established time lines.

Train and evaluate the performance of assigned payroll personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Maintain current knowledge of legislation, federal and State law changes; attend conferences and State agencies meetings and related workshops; advise personnel of new legislation and new procedures and provide training as needed.

Serve as a technical resource to administrators and employees concerning payroll accounting activities, salaries, retirement plans and other contribution accounts; respond to inquiries and provide information; respond to complaints from employees throughout the County and serve as mediator as needed.

Prepare and maintain a variety files, records and reports related to personnel, payroll, deductions, garnishments and assigned activities; generate a variety of mandated and requested computerized reports related to payroll activities.

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Research and respond to IRS and Social Security Administration correspondence; review inquiries, conduct research and respond as appropriate; resolve or correct related issues or concerns; balance and prepare quarterly tax reports; prepare corrected W-2Cs and reconcile worksheets.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities including STRS/PERS reports, tax transfers and various ad hoc financial reports; coordinate production of annual financial report for public education agencies in the County; and recommend, plan and implement changes to the financial software system to support on-going district needs and State Reporting requirements.

Coordinate the issuance of W-2's for districts and the County Office.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; drive a vehicle to district sites as needed.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and resolve issues or concerns.

Support Brentwood in various payroll processing needs; process system adjustments and stop pay requests; review and correct retirement reports.

OTHER DUTIES:

Prepare and conduct workshops for fiscal and year-end closings; maintain system dictionary tables and rates at fiscal and calendar year-end.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of supervision and training.

Preparation, maintenance, verification and processing of payroll and retirement records and reports.

Payroll policies, objectives and procedures of CCCOE and school districts.

Tax withholding, voluntary deductions, garnishments and supplemental insurance.

STRS and PERS retirement plans.

Organization, operations, policies and objectives of CCCOE and school districts.

Applicable laws, codes, regulations, policies and procedures.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

ABILITY TO:

Organize and direct the operations and activities of District Payroll Services.

Oversee and audit the preparation, processing and maintenance of district payrolls to assure employees are paid in an accurate and timely manner.

Assure proper completion of tax, retirement plan and other reports according to established time lines.

Train and evaluate the performance of assigned personnel.

Prepare and maintain a variety of automated and manual records, files and reports.

Interpret, apply and explain policies, procedures, rules and regulations.

Serve as a technical resource to personnel concerning payroll functions and activities.

Monitor, adjust and reconcile payroll data.

Maintain current knowledge of new legislation.

Plan and organize work.

Work confidentially with discretion.

Work independently with little direction.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Add, subtract, multiply and divide quickly and accurately.

Establish and maintain cooperative and effective working relationships with others.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, accounting or related field and four years related experience with increasing responsibility in school district payroll accounting and administration.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and calculator.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.