

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: LEAD PAYROLL AUDIT SPECIALIST

RANGE: 25

BASIC FUNCTION:

Under direction of the manager,, lead and participate in the operations and activities of district payroll services; oversee and audit the preparation, processing and maintenance of district payrolls and retirement reports on behalf of school districts within Contra Costa County; serve as a liaison between the districts and Public Employees Retirement System (PERS), State Teachers' Retirement System (STRS), California Department of Child Support Services (CASDU), Employment Development Department (EDD), Internal Revenue Service (IRS), County Auditor and Treasurer and other government agencies; provide training, technical support, advice and guidance to assigned school districts, Charter schools and Independent districts.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex operations and activities of district payroll services; participate in the development and implementation of departmental policies and procedures; make recommendations regarding changes to payroll system to improve efficiency.

Audit, analyze, reconcile and submit monthly/quarterly/annual reports for school districts, Charters and Independent School Districts according to established timelines. Reports may include, but are not limited to: STRS and PERS, Social Security and Medicare, SDI and PIT, CASDU, W2s, Federal and State required tax reports, and others.

Process payroll warrants and adjustments including overpayments, cancelled warrants, emergency warrants, handwritten warrants, stop payments, FICA and Medicare adjustments, worker's compensation and retirement adjustments, and vendor payments; review summer fund; audit cancelled warrant register according to established timelines; prepare final reports and final payment warrants for service period. Balance, reconcile and transmit district payroll taxes according to established procedures.

Develop training materials and procedural documentation. Train and advise school district and CCCOE payroll accountants and internal staff in various payroll and retirement processes and procedures; conduct group workshops and/or one-on-one training to classified and certificated school district personnel and internal staff; respond to questions and explain processes, procedures and timelines as needed.

Train and provide direction and guidance to DPS staff; review work to assure accuracy, completeness and compliance with established standards, practices, policies and procedures.

Review all activities to ensure compliance with pension laws, California Educational Code, California Tax Code, IRS, Social Security Administration laws and regulations, and other applicable codes, policies and procedures.

Prepare, analyze and maintain a variety of complex financial and statistical records, spreadsheets and

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reports related to the receipt and deposit of tax refunds from the IRS, retirement contribution refunds from STRS and PERS, worker's compensation payments and reconciliation reports, and other refunds received as assigned.

OTHER DUTIES:

Keep current with changing pension laws, STRS and PERS circulars and directives, California Educational Code, California Tax Code, IRS, Social Security Administration laws and regulations, and other applicable codes and procedures.

Participate in seminars and workshops to keep up-to-date with current changes and recommendations to better assist districts.

Participate in department process improvement and team development.

Perform the above and other duties as assigned by the manager.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable Federal and State laws, and California Education Code

Audit, preparation, maintenance, verification and processing of payroll and retirement records and reports.

Principles and practices of training and providing direction to others.

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

Tax withholding, voluntary deductions, garnishments and supplemental insurance.

STRS and PERS regulations.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Advance skills in computerized environment and Microsoft suite

Government accounting principles and standards

Public speaking techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Reconciliation of data and mathematical computations.

Technical aspects of the field or specialty.

ABILITY TO:

Lead and participate in the operations and activities of district payroll and retirement services.

Analyze, audit and reconcile district payroll transmittal records, retirement reports, and deduction registers with accuracy under strict deadlines to assure employees are paid in an accurate and timely

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manner.

Compile information and prepare and maintain various records and reports related to payroll and STRS and PERS retirement systems.

Conduct effective training sessions and workshops.

Ensure schedules and timelines are met.

Prepare complex payroll tax reports, retirement contribution reports and other reports according to established timelines.

Train, advise and provide work direction to school district payroll accountants and internal staff in various payroll and retirement processes and procedures.

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

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

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

Plan and organize work and establish priorities.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships.

Understand and follow oral and written instructions.

Work confidentially with discretion.

Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in accounting, finance or related field and four years payroll accounting experience preferably in a school district or County Office setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

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 and conduct workshops.

Seeing to read a variety of materials.