CLASS TITLE: PAYROLL MANAGER

BASIC FUNCTION:
Under the direction of the Director of Internal Business Services, direction, plan, organize, direct, and participate in the payroll activities for both classified and certificated personnel. Perform a variety of accounting clerical duties related to payroll processing, employer-administered employee benefits, and check distribution; prepare and maintain a variety of records and reports. Train, supervise and evaluate assigned personnel.

REPRESENTATIVE DUTIES:
Plan, organize, direct, and participate in the payroll activities for classified and certificated personnel; process documents to update District payroll records including salaries affected by promotion, demotion, retirement, and sick and vacation usage; review reports for accuracy. Train, supervise and evaluate the work performance of assigned payroll staff. Operate a computer to input a variety of payroll information for classified and certificated personnel including time cards, sick leave, maternity leave, worker's compensation calculations, and other payroll-related information; assure employees do not exceed leave time limitations. Analyze, calculate and administer health insurance benefits; balance monthly bills; add new employees and update current employee benefits information. Post and maintain records of employee deductions for credit union, TSAs, wage garnishments and deferred income programs; sort, distribute and mail checks to appropriate locations; assist employees with new enrollment and questions regarding deferred income programs. Review payroll information and compare with various reports received from Technology Services; process monthly, quarterly and annual tax and SUI reports; process leave accounting, health and welfare, employment history, TB tests, and seniority on a periodic basis. Prepare packets and forms and review various policies and procedures with new employees; fingerprint new employees according to established procedures. Provide orientation to new employees regarding benefit plans and add eligible employees; update employees regarding changes to benefit policies and procedures and answer employee questions over the telephone or in person. Operate a variety of standard office equipment such as a computer and applicable software, calculator, printer, typewriter, fax machine, telephone and others as assigned. Prepare and conduct exit interviews for terminated employees; provide COBRA and other termination and benefits information and maintain related files and information; complete
employment verifications. 

Verify complete employment verifications received by mail or by telephone; process and maintain files of employment contracts. 

Develop salary schedule updates and communicate to VCOE personnel as needed. 

Assist in the salary negotiations process by providing detailed payroll budget information. 

Serve as liaison between the Payroll and Personnel department. 

Prepare, process and compile reports and related documentation and journal entries necessary to bill districts for one-on-one paraeducator services. 

Attend meetings, seminars and conferences related to the payroll function. 

Perform related duties as assigned. 

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Preparation and processing of payroll information.
Payroll policies and procedures.
Preparation, maintenance, verification and processing of payroll records.
Legal requirements, policies and regulations pertaining to payroll functions including provisions of the California Education Code, Internal Revenue Service and State Franchise Tax Board codes and forms.
Bargaining agreements, Board of Education policies and personnel rules, practices and procedures.
Automated payroll methods and procedures.
Data processing applications to accounting and auditing functions.
Principles and practices of supervision and training.
Employee benefit packages and insurance programs.
Operation of a computer and data entry techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.
Technical aspects of field of specialty.

**ABILITY TO:**

Plan, organize, direct, and participate in the payroll activities for both classified and certificated personnel.
Implement and maintain an automated payroll accounting system.
Plan and perform complex and difficult payroll functions.
Review, audit and verify a variety of payroll documents and reports.
Apply bookkeeping and financial record-keeping practices to the maintenance of assigned payroll records.
Train, supervise and evaluate personnel.
Monitor, adjust and reconcile payroll data.

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Prepare, verify, and process an assigned major payroll.
Compare numbers and detect errors efficiently.
Verify, balance and adjust accounts.
Operate office machines including a computer and applicable software.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide quickly and accurately.
Maintain records and prepare reports.
Learn, apply and explain policies, procedures, rules and regulations.
Work independently with little direction.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and three years increasingly responsible payroll experience.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions; may be required to work evenings or weekends.

PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print;
Perform work which is primarily sedentary;
May be required to work at a video display terminal for prolonged periods;
Sitting for extended periods of time
Dexterity of hands and fingers to operate a variety of office equipment
Hearing and speaking to exchange information; and
Seeing to read and compare numerical figures.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.