

# STOCKTON UNIFIED SCHOOL DISTRICT

## PAYROLL OPERATIONS MANAGER

### DEFINITION

Under direction, supervise, coordinate and perform complex technical and diversified tasks related to preparation and processing of certificated and classified payrolls, personnel transaction documents, interpretation and application of salary schedules, maintenance of payroll records; perform related duties as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Executive Director of Business Services. Exercises direct supervision over assigned staff.

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

Plan and supervise activities of the payroll work unit; provides technical supervision and training to staff to ensure correct application of regulations, laws, guidelines and collective bargaining contracts. Perform employee evaluations as required.

Review and modify internal procedures of the unit. Monitor and adjust workload assignments as necessary to meet deadlines.

Develop, implement and monitor a coordinated work flow of payroll actions to assure accuracy and timely submission to data processing.

Supervise and monitor all phases of preparation and processing of classified and certificated payrolls. Analyzes payroll data to ensure accuracy.

Supervise the formulation and coordinate/create documentation of internal control procedures and support documents.

Verify and approve all salary corrections, cash repays or revolving fund requests.

Supervise the preparation of board documents. Supervise and coordinate the quarterly preparation of tax and unemployment reports. Supervise and coordinate the annual preparation and mailing of statements of earnings.

Coordinate and review the receipt, audit, control and processing of all personnel transaction documents relating to initial hires, reassignments, terminations, increments, work year changes, or other actions.

Provide information to administrators and staff on payroll procedures, policies, regulations, salary schedules.

Work with Information Services to develop or modify programs to meet needs. Develop and prepare the preparation of a variety of forms and reports.

Development and modification of the Bi-Tech payroll system in conjunction with Information Services.

Coordination and review of Help Desk responses/incidents.

Coordination of Health & Welfare reconciliation between Payroll and Risk Management

### QUALIFICATIONS

#### Knowledge of:

- Accounting principles, procedures and terminology
- General office practices and procedures
- English usage, grammar, punctuation and composition
- Automated personnel/payroll computer systems

- STRS/PERS rules and regulations
- Federal and state income tax laws and regulations
- Computer generated forms and spreadsheets
- Personal computer literate
- Principles of office management and effective supervision

Ability to:

- Learn, interpret and apply personnel and payroll policies, laws, regulations, state education code and collective bargaining contracts
- Follow complex verbal and written instructions with a minimum of direction
- Explain procedures clearly and accurately and communicate verbally in situations requiring tact, diplomacy and discretion
- Learn data processing procedures and their application to personnel and payroll functions
- Supervise and coordinate implementation of the automated personnel/payroll systems
- Analyze problems and develop effective solutions
- Plan and direct the work of subordinate employees, establishing priorities to meet deadlines
- Establish and maintain effective working relationships with administrators, staff and other agencies

EXPERIENCE AND EDUCATION

- Five (5) years of progressively responsible payroll/accounting experience in a large organization and minimum of two (2) years of which is supervisory experience

LICENSE OR CERTIFICATE

- Possession of valid California driver's license
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

WORKING CONDITIONS:

Physical Demands:

- Employees in this position must have/be able to:
- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

SALARY PLACEMENT

Management Team Salary Schedule

Tier 6, Range 02

12-month work year

Management re-alignment effective 03/01/19