



Payroll Manager

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
TBD	Exempt	2 - Professionals	Unrepresented	10	January 2011	11-001	1 of 2

DEFINITION: Under general supervision, maintains primary responsibility for all functions, activities, and staff of the Payroll unit of the Finance department, and performs unit tasks at all functional levels, as required.

REPORTS TO: The Chief Financial Officer (CFO), Controller, or designee.

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Maintains responsibility for the integrity and proper functioning of all payroll related functions and systems, including weekly and semi-monthly payroll production, system upgrades, and conversions.
- Provides scheduling, assignments, work direction, monitoring, and training to all clerical and professional staff of the Payroll unit.
- Analyzes, interprets, and appropriately applies federal and state laws regarding payroll reporting and record keeping; and monitors activities required for the timely filing of federal and state quarterly and annual reports and tax deposits to ensure compliance.
- Reviews payroll computations to ensure accuracy, and compliance with state and federal tax regulations.
- Analyzes District payroll functions and processes; and develops new policies and procedures in collaboration with the Controller and/or CFO to increase unit efficiency and attain cost savings.
- Monitors the collection and disbursement of involuntary deductions (levies), as well as unemployment reporting, and union benefits.
- Communicates and collaborates with staff of other Finance department units, as well as other District departments including Human Resources and Information Services.
- Interprets and appropriately applies applicable provisions of all Collective Bargaining Agreements, and maintains communications with union officials.
- Reports unusual occurrences or problem transactions to the Controller and/or CFO, and other District departments as required.
- Complies with all requests from internal and external auditors, and provides data, documentation, and information in a timely manner.
- Writes monthly reports and prepares related documentation regarding unit activities.
- Maintains and audits and control logs for payroll check disbursements.
- Performs related duties, as required.



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MINIMUM QUALIFICATIONS:

Knowledge Of: Federal, state, and local wage and hour laws and regulations related to the preparation, processing and reporting of payroll and personnel records; unemployment codes and other applicable tax regulations regarding compensation reporting; principles and practices of payroll processing and accounting; the District's automated time and attendance systems; retirement plans and reporting on a general level; current state-of-the-art payroll software systems, databases, and spreadsheet programs at an advanced level; current software for word processing at the intermediate level; and modern office practices and procedures.

Ability To: Quickly learn and proficiently use the District's automated time and attendance systems; learn, interpret, understand, and apply pertinent government accounting and payroll regulations and multiple collective bargaining agreements; and quickly learn and apply new and revised regulations as they occur; independently analyze data, and resolve errors and discrepancies; perform mathematical computations rapidly and accurately; interpret data from various accounting systems; meet deadlines on a continual basis; provide training and work direction, and motivate staff in a fast-moving deadline dependent environment; keeps abreast of all technological developments in the payroll field; act as de facto project manager of on-going or implementation projects involving payroll; communicate clearly both orally and in writing; and build and maintain positive and collaborative working relationships with those encountered in the course of work using principles of excellent customer service.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field.

Experience: Six (6) years of recent and verifiable professional level experience in one or more of the following fields: payroll, accounting, finance, or budgeting that included a minimum of three (3) years in a supervisory and administrative capacity in an agency or company with at least 1,000 employees. Status as a Certified Payroll Professional (CPP), or Fundamental Payroll Certification (FPC) is preferred.

Special Requirement: Must be able to work extra hours, outside regular business hours under deadline, or in unusual or emergency situations.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting, operating a personal computer, keyboards, and other peripheral equipment.