

ORANGE UNIFIED SCHOOL DISTRICT

PAYROLL MANAGER

DEFINITION

Under direction, to plan, organize, supervise and participate in the payroll management and reporting activities and functions; to perform the more complex and specialized payroll fiscal records management and reporting functions; to coordinate the employee fringe benefit enrollment process, including tax shelter annuity program enrollment; and to do other related work as required.

ESSENTIAL DUTIES

- Coordinate, organize and supervise the maintenance of employee payroll records, the computation of payroll data and related employee benefits deductions and insurance vendor payments.
- Prepare, audit, monitor and clarify payroll related documents, including time reports, payroll listings, service records and other similar materials.
- Review, reconcile, interpret and apply policies, guidelines and regulations concerning salary computations, leave benefits, and State and Federal tax withholding procedures.
- Compute and prepare the documents pertaining to quarterly and annual tax reports.
- Confer with District and work unit personnel concerning personnel service assignment changes that would affect salary computations.
- Monitor, audit and participate in the employment processing of new employees, employee separation, promotions, salary advancement, sick and vacation leaves computation and retirement benefit computations.
- Plan, organize, and develop salary schedules, payroll related forms, and other documents.
- Prepare or coordinate the preparation of annual sick and vacation accumulation reports.
- Answer complex inquiries relating to payroll information and data.
- Review, monitor and evaluate the technical performance of payroll related personnel.
- Plan, organize, develop and present management reports regarding payroll and other fiscally related matter.
- Plan, organize and conduct in-service and orientation training programs to ensure compliance with quality and quantity work standards, and to promote high levels of employee morale.

QUALIFICATIONS

Knowledge of:

Principles, methods, practices, and procedures of payroll management systems, accounting and fiscal planning;

Legal mandates, policies, and regulations pertaining to payroll and employee benefits record management and reporting;

Skilled with online payroll systems, equipment and terminology and possess the ability to navigate effectively through in house and external support systems.

Practices, strategies and techniques of organization, supervision, and employee motivation and training;

Safe working methods and procedures.

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Ability to:

Perform responsible and complex payroll and employee benefits record management and analysis functions and activities;

Organize, supervise, train, and evaluate the performance of payroll clerical personnel;

Prepare informational, statistical, and narrative payroll and other related reports in a clear and concise manner;

Review, audit, and verify a variety of payroll related summaries and reports, including computer-prepared management output reports;

Type or keyboard at a rate of 45 words per minute from clear copy;

Effectively and efficiently operate office machines;

Operate software such as Microsoft Office at an advanced technical level

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Equivalent to the completion of an Associate of Arts or higher degree in accounting, business administration, or related courses.

Education:

Three years of lead or supervisory payroll experience, preferably with an educational agency.