

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SUPERVISORY POSITION

JCN: 277
RANGE: 163
EXEMPT

INTERNAL PAYROLL SUPERVISOR

BASIC FUNCTION:

Under the direction of the Senior Director, Internal Business Services, perform a variety of complex technical accounting duties in the preparation, processing and maintenance of certificated, classified, management, supervisory, confidential regular, special and supplemental payrolls for the county office; compile information, prepare and maintain various records and reports for group insurance plans and other contribution accounts; serve as a technical resource to personnel concerning assigned payroll functions; ensure employees are paid in an accurate and timely manner; provide consultation and technical assistance; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Analyze and advise designated personnel regarding the financial effects of proposed salary schedule adjustments or other elements of proposed collective Bargaining Agreements.
- Communicate with Senior Director, Internal Business Services, county office personnel, employees and outside agencies to exchange information and resolve issues or concerns; collaborate with Human Resources Department, District Financial Services, Information Systems and Technology Department, Accountants, bargaining units and others as required for appropriate payroll processing activities.
- Compile information, prepare and maintain various records and reports for group insurance plans and other contribution accounts; apply employee contributions to payroll records and transactions.
- Input employee garnishments, calculate, coordinate contributions and deductions; establish and maintain detailed automated and manual permanent employee records regarding payroll transactions, benefits, salaries, tax status, retirement plans and related information; process a variety of payroll-related forms and applications.
- Perform a variety of complex technical accounting duties in the preparation, processing and maintenance of certificated, classified, management, supervisory, confidential regular, special and supplemental payrolls for the county office; receive, audit and ensure accuracy of time reports for assigned employees; ensure payroll activities comply with established county, state and federal policies, procedures, rules and regulations.
- Prepare and maintain a variety files, records and reports related to personnel, payroll, deductions, garnishments and assigned activities; generate a variety of mandated and requested computerized reports related to payroll activities; establish report generation timelines and submit reports to appropriate agency or personnel according to established timelines.
- Process assigned payrolls; collect and input new hire information to ensure proper retirement information and salary payment scheduling; input time sheet information including deductions into an assigned computer system; review information for accuracy, identify discrepancies, make corrections and resolve problems as necessary; ensure employees are paid in an accurate and timely manner.
- Process employee contributions and arrange for vendor payments according to established timelines as directed; monitor and balance benefits; reconcile vendor payments with contribution register and make necessary corrections; process account transfers.

- Process special payroll transactions such as new or terminated employee pay, corrections, stipends and retro-pay as appropriate.
- Provide assistance and technical information to the Senior Director, Internal Business Services as required; participate in the development and implementation of policies and procedures.
- Review and process time sheets and records; audit final time sheet against the payroll register; calculate and input salary adjustments, coding and overtime pay as needed; verify proper authorizing signatures, coding and accuracy of payroll adjustments.
- Serve as a technical resource to personnel concerning assigned payroll functions, including but not limited to, underpayments, changes of address, banking requests and other information as needed; resolve payroll discrepancies and refer major issue to supervisor as appropriate.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or terminations.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel may be required for training within California.

KNOWLEDGE AND ABILITIES:

- KNOWLEDGE OF:
 - Bargaining Unit Agreements, contract negotiations, and salary schedules.
 - County office employee retirement plans.
 - Mathematical computations.
 - Modern office practices, procedures and equipment.

- Payroll policies, objectives and procedures.
- Preparation and processing of payroll information.
- Preparation, maintenance, verification and processing of payroll records and reports.
- Tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Apply and explain policies, procedures, rules and regulations.
- Compile information, prepare and maintain various records and reports for employee group insurance plans and other contribution accounts.
- Ensure employees are paid in an accurate and timely manner.
- Establish report deadlines and ensure schedules and timelines are met.
- Monitor, adjust and reconcile payroll data.
- Perform a variety of complex technical accounting duties in the preparation, processing and maintenance of certificated regular, special and supplemental payrolls for the county office.
- Prepare and maintain a variety of automated and manual records, files and reports.
- Understand and follow oral and written instructions.
- Verify, balance and adjust accounts.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree in Payroll Accounting preferred.

EXPERIENCE:

- Four years increasingly responsible experience in payroll accounting.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.,

- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 10/01/2017

Revised: 07/01/2021