



Title: Payroll Supervisor

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to ensure the District’s payroll is free from material misstatement and in accordance with generally accepted accounting principles and that the District’s assets are properly safeguarded.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Supervise all payroll processing and related activities, including training staff and working with other various interdepartmental processes.	25%
2	S	Monitor daily time entry to ensure direct deposits and checks are prepared on time scheduled payroll. Ensure third-party remittance and postings to financial records are accomplished. Determine dates for processing of special payrolls. Prepare reports to calculate earnings for employees who are retiring. Audit and approve special payroll off-cycle checks. Perform configuration and modifications in SAP development server and testing in the test and production servers. Execute system integration testing, including performing the tests and making changes in configurations to resolve errors. Other duties as assigned.	25%
3	L	Compile and prepare statistical and other special reports and perform special projects as necessary. Assemble materials for and assist public and private auditors in conducting audits; substantiate compilation and analytical review with supporting work papers for auditors. Prepares year-end information that will be used in the District’s comprehensive financial reports and footnotes.	10%
4	S	Prepare schedules for federal and state payroll tax submission. Prepare and submit Form 941 Federal Tax Return. Prepare and submit DE 166 State Wage and Withholding tax return. Work with Accounting staff to reconcile retiree payments to the two retirement pension funds.	20%



6	S	Completing third party and payroll general ledger account reconciliations by analyzing transactions, comparing expected results to actual results, identifying errors, and making necessary corrections, and presenting data in a user-friendly format. Provide various financial reports on an ad-hoc basis by extracting, compiling, analyzing, and formatting financial data. Provide assistance in interpreting report parameters, results, and data to project managers and management personnel.	20%
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JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a payroll related issues and general professional field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Accounting, Business Administration, Public Administration or a closely related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.
Experience	A minimum of three (3) years of experience performing professional payroll processing. One (1) year of lead or supervisory experience is preferred.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.



	Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Certified Payroll Professional (CPP) certification from the American Payroll Association is preferred, but not required.

KNOWLEDGE
<ul style="list-style-type: none"> • Payroll processes and procedures. • State requirements for public reporting as it relates to payroll processing. • CA payroll and payroll tax laws. • Various professional accounting standards, such as Generally Accepted Accounting and Auditing Principles (GAAP), Governmental Accounting Standards Board (GASB), and Financial Accounting Standards Board (FASB). • Payroll related issues relate to various benefit offerings. • State requirements filling all required payroll related reports. • Federal and state wage-hour laws, and taxable and nontaxable compensation. • Garnishment requirements • Principles and practices of management and supervision. • Data extraction and compilation software. • Principles and practices of supervision, leadership, mentoring, and conflict resolution. • Principles and techniques of software and systems quality assurance and development cycle.

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none"> • Perform complex monthly reconciliations. • Research payroll module problems and possible resolutions. • Perform research on payroll related accounting issues. • Analyze various the various elements of gross to net pay. • Work on multiple projects that have conflicting deadlines.



- Write clear and concise memos, reports and correspondence.
- Make effective presentations of conclusions and recommendations, orally and in writing.
- Assist, train, and cooperate with accounting and non-accounting staff in preparation of payroll issues and reports.
- Provide effective supervision or lead direction to clerical and technical staff.
- Effectively plan, initiate, and supervise complex payroll and benefit related projects and activities.
- Determine reasons for payroll system failures and accounts payable system rejects.
- Access industry and market standards and benchmarks.
- Learn the District's standard report data elements and relationships.
- Learn the District's standard operating policies and procedures.
- Learn systems, available reports, procedures and methods for testing functions.
- Prepare monthly journal entries and balance sheet reconciliations.
- Prepare fluctuation analysis for various payroll related expense accounts.
- Prepare financial schedules that will be used for audited financial statements and other external reports.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary-: X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations, observing work site, observing work duties, communicating with co-workers;
Sitting	C	Desk work, meetings
Walking	O	To other departments, around work site
Lifting	O	Supplies, files
Carrying	O	Supplies, files
Pushing/Pulling	O	File drawers, tables & chairs
Reaching	O	For supplies, for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	O	From computer to telephone
Climbing	O	Stairs, step stools
Balancing	R	On step stools
Vision	C	Reading, computer screen, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	N	
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, calculator, copies, and computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.