

**PAYROLL SUPERVISOR**

**DEFINITION**

Supervises and participates in the maintenance of payroll records and preparation of District payrolls and related reports.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Controller.

Direct supervision is exercised over Payroll Technicians and Employee Benefits Technician.

**EXAMPLES OF DUTIES**

Creates and maintains salary schedule, stipend, benefit, work calendar, job classification and work location tables in the HRS system.

Determines the appropriate payroll schedule to be used when paying district employees within payroll cycles set by the County.

Administer unemployment insurance claims, garnishments, salary reduction agreements, hold harmless agreements and subpoenas.

Processes service credit and buy back requests for PERS and STRS.

Verifies and documents employee eligibility for state disability benefits.

Administers the tax sheltered annuity plan and CalPERS deferred compensation plan ensuring compliance with IRS code governing deferred compensation plans.

Determines eligibility of employees to participate in TSA and deferred compensation programs. Calculates and ensures that salary reduction contributions do not exceed allowable limits.

Participates in the compiling and recording of payroll data, and the issuing of related financial statements.

Directly supervises the preparation of all payrolls.

Audits budgetary classifications of expenditure documents and supervises the audit of claims.

Prepares complex payroll summary reports requiring examination of supporting documents for accuracy and completeness, and related regular and special financial and statistical reports.

Supervises the pre-audit of payments of public funds and warrant preparation.

Audits and distributes receipts and revenues to proper accounts, makes journal entries and balances funds.

Coordinates the work of the section with data processing in developing procedures and in establishing controls.

Establishes and maintains section files and records.

## **EXAMPLES OF DUTIES (continued)**

Balances county reports.

Organizes workflow to meet critical deadlines, interpret and apply laws, rules and regulations related to payroll operations.

Ensures that payroll processes are in compliance with the most recent state and federal laws as well as district collective bargaining agreements.

Performs related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Spreadsheet, database and word processing software.

Methods, practices, and terminology used in bookkeeping and financial record-keeping.

Appropriate laws, rules, and regulations relating to assigned functions.

Methods and practices used in financial and statistical clerical work.

### **Ability to:**

Perform responsible accounting clerical work requiring use of independent judgment and initiative.

Read, interpret and explain laws, rules, and regulations.

Prepare accurate financial and statistical reports and maintain records.

Communicate clearly and concisely, orally and in writing.

Make arithmetical calculations with speed and accuracy.

Operate typewriter, calculating machines, computer terminals, and other office equipment.

Supervise and evaluate the work of other payroll and benefits personnel.

## **EMPLOYMENT STANDARDS**

### **Minimum Requirements:**

Seven years of responsible clerical experience in preparation and maintenance of complex financial and accounting records. Completion of one year of upper division college courses in accounting from an accredited college or university may be substituted for one year of experience.

10 units of accounting.

14 additional units in business related courses such as computer science, finance or business administration OR three additional years of experience in working in payroll.

Computer software experience.

**EMPLOYMENT STANDARDS (continued)**

**Desirable Requirements:**

Experience with school and/or college accounting structure.

Bachelor's degree in Accounting from an accredited college or university.