



HEMET UNIFIED SCHOOL DISTRICT
1791 West Acacia Avenue - Hemet, CA 92545 – (951) 765-5100

PAYROLL MANAGER

JOB SUMMARY

Under supervision from the Director of Fiscal Services within a standard operational framework of policies and procedures, this single position classification is distinguished by major responsibility for managing and supervising payroll processing; auditing and approval of payroll related transactions; maintenance of payroll related fiscal documents for employee wage programs; provide monitoring and oversight of payroll related budgets, and provide technical and informational assistance on all payroll related matters; and perform other related work as may be required. Assess PERS and STRS creditable compensation, track and monitor employee hours worked to determine eligibility for medical benefits in accordance with the Affordable Care Act (ACA), and track and monitor substitute hours to determine sick leave liability under AB 1522. This position also responds to freedom of information requests regarding salary and benefits.

ESSENTIAL FUNCTIONS

- Manages the preparation, distribution, and reporting processes for payroll;
- Oversees the calculation of wages, overtime, and deductions by payroll specialists and leave technician to ensure compliance with federal and state laws;
- Monitors and analyzes payroll encumbrances, and expenditures to ensure that expenditures are charged to the proper budgets;
- Coordinates payroll production with County deadlines;
- Ensures that payments and government reports are disbursed timely and accurately;
- Recommends approval of and approves scheduled and special payroll payment requests for processing in accordance with the established procedures;
- Develops, analyzes, compiles, edits and approves a variety of payroll reports for county and state agencies, freedom of information requests and special projects;
- Works with independent auditors;
- Provides consultation and training for school site and district administrative personnel to assure understanding of payroll processes and for budget preparation;
- Assists Director in annual budget development as it relates to salary and benefit expenditures;
- Conducts in-service workshops; Assists the Director with the supervision and evaluation of payroll staff;
- Plans, develops, implements, and maintains new, revised or established payroll related programs, policies, and procedures;
- Provides technical assistance on payroll related matters;
- Works closely with Personnel Services and field representatives in matters that relate to payroll;
- Provides technical expertise to payroll department staff;
- Analyzes payroll reports and reconciles payroll transactions to financial ledgers;
- Monitors and reviews current practice to determine areas of need;
- Analyzes and reconciles complex payroll and related financial information;
- Approves modifications to salary schedules;
- Prepares retroactive pay increases; Performs year-end closing procedures;
- Calculates W-2 adjustment information;
- Prepares federal and state payroll tax reports as necessary;
- Coordinates and submits retirement data.

EMPLOYMENT STANDARDS

KNOWLEDGE OF

- Principles of supervision, training and evaluating staff;
- Principles of electronic data processing, office software applications including word processing and spreadsheets;
- Standardized account code structure;
- Audit guidelines and procedures;
- Bargaining unit contracts and negotiation techniques;
- Laws and regulations on sick leave for non-bargaining unit employees;
- Laws and regulations on medical benefit eligibility under ACA;

**PAYROLL MANAGER
(Continued)**

EMPLOYMENT STANDARDS

- Laws and regulations on Public Employees Pension Reporting Act (PEPRA);
- Methods and practices of financial record keeping;
- Modern office methods and procedures;
- Basic mathematical, ledger, statistical procedures;
- Operation of calculator, computers, and other standard office equipment.

ABILITY TO

- Organize the various functions and tasks of payrolls, benefits, and accounting duties related to this position;
- Train and coordinate, supervise and evaluate work of employees under his/her direction;
- Perform financial clerical work of above average difficulty;
- Make arithmetical calculations with speed and accuracy;
- Operate office equipment such as calculators and computers;
- Operate data entry computer terminals and calculators;
- Interpret and resolve problems occurring in the natural flow of work;
- Audit and tabulate, balance, reconcile and extend data;
- Understand and carry out oral and written direction;
- Establish and maintain effective working relationships with others;
- Work cooperatively with those contacted in the course of the performance of duties.

EDUCATION

Associate Degree or better with college level courses in bookkeeping, budget and principles of accounting.

EXPERIENCE

Five (5) years of increasingly responsible experience in payroll related work involving responsible account, financial, or statistical records maintenance; with a minimum of two (2) years of supervisory experience.

LICENSE

- If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License;
- Maintain possession of such license;
- Have an acceptable driving record;
- Must be insurable at standard rates by District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (frequently); push, pull, twist, squat, climb stairs (frequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/carry office supplies up to 10 pounds (frequently), to 35 pounds (occasionally); use seeing, hearing and speaking.

Working Conditions: Office environment: Exposure to: inside/outside temperature swings, use of office equipment & supplies, normal office noise. Constant interruptions.

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

EMPLOYMENT STATUS

Classified Manager Position