

PAYROLL SUPERVISOR

DEFINITION

Under general direction, plans, supervises, and participates fully in the work of a small clerical unit engaged in analyzing, correcting, and processing complex payroll records; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Plans, supervises, and personally performs the complex payroll processing duties. *E*

Supervises the maintenance and updating of payroll-related documents and records. *E*

Trains payroll section staff; reviews and audits work performed by subordinate account and payroll clerks. *E*

Assigns, reviews, and schedules payroll activities. *E*

Develops written communications informing appropriate district staff of payroll matters. *E*

Instruct district personnel in timekeeping procedures, cut-off dates, warrant distribution, and related matters. *E*

Analyzes payroll problems, changes in law, labor agreements, and new regulations; devises new and revised procedures and forms designed for compliance and payroll efficiency. *E*

Compiles, prepares, edits, and reconciles reports; maintains logs, work sheets, journals, and ledgers. *E*

Communicates extensively with employees, the Personnel Department, Information Services, and Orange County Department of Education personnel to resolve payroll problems and questions. *E*

Provides information to employees about the process of participating in tax-sheltered annuities and deferred pay. *E*

Responds to court or arbitration orders for payroll data. *E*

Supervises the distribution of checks and payroll-related documents. *E*

Compiles data for the formulation of collective bargaining positions. *E*

Attends meetings related to payroll processing. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Applicable District and county office payroll practices, procedures, rules, regulations, policies, and contractual obligations;
2. PC-based systems;
3. Basic math; and
4. Basic principles of supervision and training.

Ability to:

1. Plan, organize, and assign the work of the payroll section;
2. Supervise the work of a small clerical staff;
3. Analyze, apply, explain, and develop complex rules and regulations;
4. Devise and adapt work procedures and record keeping systems to meet changing organizational or specialized needs;
5. Communicate clearly both orally and in writing;
6. Work under the pressure of recurrent deadlines with frequent interruptions;
7. Operate a computer and calculator quickly and accurately;
8. Make arithmetic calculations with speed and accuracy;
9. Understand and carry out oral and written instructions;
10. Establish and maintain effective relationships with those contacted in the course of work; and
11. Relate to other people beyond giving and receiving instructions.

EDUCATION AND EXPERIENCE

Progressively responsible experience in the preparation and record keeping of large, complex payrolls, preferably in a California school district;

or

Experience equivalent to or above the Senior Payroll Clerk in the Huntington Beach Union High School District and college level course work in accounting, bookkeeping, payroll taxes or supervision.

WORKING CONDITIONS

Environment:

Office environment; and subject to many interruption and deadlines.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; seeing to read payroll records; sitting for extended periods of time; hearing and speaking to exchange information.

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7/94
10/01