



Fremont Unified School District
Classified Job Description

Payroll Supervisor

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

Summary:

Under general supervision of the Director of Accounting, plan, coordinate, organize, direct and review the processing of District payrolls, to assure employees are paid accurately, timely and within established guidelines; to prepare related payroll records and reports; comply with applicable laws, regulations and policies; and to perform other job-related duties as assigned.

Essential Functions:

Depending on the assignment, duties may include but are not limited to the following:

- Plan, manage, coordinate, organize, direct, review, schedules and participate in the processing of District payrolls
- Ensure timely and accurate pay of employees by reviewing computation, summarization, classification, and distribution of payroll and fringe benefit deductions
- Identify discrepancies, make corrections and resolve problems as necessary
- Comply with federal and state laws, education codes, STRS and PERS and other retirement plans, bargaining agreements and District internal controls
- Supervise, evaluate and train payroll staff
- Supervise, direct, verify, compile, reconcile and review the preparation and filing of compliance reports for federal, state and local agencies
- Oversee employees' pay, workers' compensation, jury duty, payroll contributions, deductions and other payroll records
- Review computations and initiate payments of withheld wages and District portions to the respective agencies
- Coordinate and oversee the leave granting and posting of sick leave, vacation, floating holidays, jury duty, and other leaves
- Collaborate with other departments and agencies to ensure accuracy of payroll data
- Continuously review and seek ways to improve processes and monitor such improvements
- Keep outstanding payroll controls, records and safeguard over data inputs and warrants
- Review and prepare journal entries to adjust payroll entries
- Assist with information as needed for negotiations
- Assist in preparation of budget, advise on coding, salary and fringe benefits
- Assist in the establishment of formal accounting policies and procedures
- Print reports and forms as necessary
- Perform other duties as assigned

Qualifications:

Successful Experience in:

- Payroll policies, procedures, practices, laws, rules, regulations, applicable codes and activities such as education codes, labor codes, STRS and PERS
- Principles of maintaining automated and manual payroll records
- Principles and practices of governmental payroll and the California School Accounting Manual (CSAM), particularly Standardized Account Codes Structure (SACS)
- Principles and techniques of supervision and training
- Computer applications related to the work
- Standard office practices and procedures

Ability to:

- Plan, organize and direct the payroll services
- Serve as an expert resource in the areas of payroll and benefits
- Assure successful, accurate and timely pay of employees and submission of payroll reports
- Research and analyze data, and prepare narrative with clear and accurate payroll reports
- Supervise, train and evaluate the performance of assigned staff
- Interpret, apply and explain complex rules, regulations, policies and procedures
- Establish procedures to comply with Federal and State rules and regulations
- Develop system controls and office policies
- Analyze data and situations accurately and take effective action
- Review for accuracy various documentation and reports
- Utilize spreadsheet and data base programs
- Operate personal computers, adding, calculating and other related machines
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Communicate effectively

Education and Experience

Equivalent to completion of an associate degree or higher in business administration or a related field, or five years of increasing responsible experience in the area of school district payroll.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting 20-30 lbs., carrying, pushing and/or pulling, some stooping, kneeling, crouching, and significant fine finger dexterity.

Physical Demands:

The physical abilities required of this job may include the following:

Must possess mobility to work in a standard office setting and use standard office equipment including a computer. Ability to identify and interpret communications in handwritten and printed materials, and on the display screen of various office equipment and machines. Ability to communicate effectively in order to perform assigned duties and to exchange information in person, in writing, in front of groups and telephonically. Dexterity of hands and fingers to operate a computer and standard office equipment. Physical agility which may include kneeling, walking, pushing/pulling, squatting, twisting, turning, bending, stooping and reaching overhead. Physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Non-Discrimination in Employment:

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

FLSA Status

Exempt

Approval Date

N: 6/77 R: 11/85, 2/91, 11/85, 5/99, 7/18

Salary Range

Range 12