



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE: *Payroll Supervisor* # 2280

SALARY PLACEMENT: Range D, Classified/Confidential Supervisory Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Equivalent of the completion of the twelfth grade, supplemented by course work or training in payroll or general accounting obtained through a community college, trade, or correspondence school. May be substituted by experience of a closely related nature.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Knowledge of principles, practices, and procedures of payroll and accounting; modern office practices and procedures; data processing; proper English usage; basic knowledge of laws pertaining to payroll; record-keeping techniques.

MINIMUM EXPERIENCE:

Five years experience of increasingly responsible payroll/accounting experience.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of: Mechanics of the payroll system; basic knowledge of payroll rules and regulations. Principles, methods and practices of financial record keeping, and employment contracts. Federal and State laws, California Education Code, department policies and procedures relative to salary administration. Modern office automation procedures and practices. Proper English usage, spelling, grammar and punctuation.

Ability to: Apply laws, policies, and contract provisions pertaining to payroll procedures. Analyze situations accurately and adopt an effective course of action. Analyze complex financial data and prepare accurate records and reports. Performs payroll-related duties requiring independent judgment and initiative under the stress of strict deadlines. Performs calculations and post data rapidly and accurately. Assure that assigned tasks are completed within time or reporting deadlines. Operate computer equipment and standard office machines. Communicate clearly and concisely both orally and in written form. Maintain a positive and effective working relationship with employees and others contacted in the course of work. Perform clerical work of above-average difficulty with minimum supervision. Maintain accurate files and records. Be flexible and receptive to change.

Payroll Supervisor

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SUMMARY OF POSITION:

Under limited direction of management personnel, performs complex payroll, computational, accounting, and clerical duties related to the issuance of regular and supplemental payrolls of designated county school districts. Does related work as required. This is a supervisory position.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Supervises and participates in the preparation and maintenance of all payroll and disbursement records, reports and files, and in the processing and issuance of the payroll.
2. Trains and supervises the work activities of assigned accounting personnel.
3. Advises school districts on technical aspects of the payroll system and interprets laws related to payroll.
4. Maintains payroll-related account through specified cycles meeting required deadlines.
5. Balances and proofs regular and supplemental calculations and time sheets.
6. Prepares the monthly state Teachers' Retirement Report; balances, makes adjustments, deletions, and additions.
7. Prepares documents for repayment of lost warrants and advances.
8. Posts payroll deductions, reductions and payments.
9. Maintains controls for balancing of State Taxes; Federal Tax, insure correct year-end reports; submits final transmittals for both State and Federal information on or before deadlines.
10. Authorizes, audits and proofs computer output.
11. Proofreads and reconciles all payroll-related accounting records to check for arithmetical accuracy, completeness and compliance of regulations.
12. Instructs all designated school districts on new payroll-related accounting procedures.
13. Composes memoranda and letters; prepares manual warrants and other accounting-related materials.
14. Inventories and orders stock and supplies based on present and projected needs for payroll and related reports.
15. Performs related work as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.