

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Manager, Payroll Services

DEFINITION

Under general direction plans, coordinates, and supervises the Sacramento County Office of Education's (SCOE) compensation, position control and absence tracking operations; plans, coordinates, and supervises payroll for participating county school districts including the collection and reporting of financial data; performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Coordinator, Information Services

SUPERVISION OVER

Technical, clerical and support personnel as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Plans, organizes, and supervises SCOE's compensation, position control and absence tracking operations; reviews, analyzes, recommends, and implements procedural changes in the preparation, maintenance, and control of compensation, position control and absence tracking; organizes, supervises, and coordinates payroll production for participating county school districts; acts as a liaison with school districts in implementation of position control and absence tracking; coordinates, reconciles, and oversees the preparation of deposits and financial reports for federal and state tax withholding, State Teacher's Retirement System, Public Employee's Retirement System, unemployment insurance, and state disability insurance; reconciles districts' funds, employee withholdings and employer charges on deposit in county school deduction trust fund; oversees preparation of accounting entries, and the reconciliation and filing of financial reports required by federal, state and local agencies; assists in financial audits and implements recommendations; monitors Worker's Compensation program; acts as a liaison with various federal, state and local governmental agencies; selects, trains, supervises, and evaluates technical and clerical staff; performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience equivalent to a bachelor's degree from an approved institution preferably with specialization in accounting including increasingly responsible professional experience in public accounting, budgetary analysis, auditing, and business management.

Knowledge of:

Principles and practices of governmental budgeting, accounting and auditing; Worker's Compensation programs; County, district, State, and Federal rules, regulations, and policies affecting school district financial activities; provisions of the Education Code related to school district finances; the California School Accounting manual; data processing systems; technical aspects of school business finance.

Skills and Ability to:

Interpret, apply, and explain laws, rules and regulations as they apply to school financial operations; assemble and analyze data and make appropriate recommendations; develop and implement new or revised business or financial methods and procedures; interpret financial and statistical reports, documents, and accounting records; plan, direct, coordinate, and supervise activities of technical staff; prepare and present complex financial information and advice to County Superintendent's staff and others; work independently; establish and maintain cooperative working relationships with those contacted in the course of work assignments; select, train, and supervise personnel; communicate effectively in both oral and written form in both technical and non-technical terms.

Approved by the Personnel Commission 5/23/02