

Sacramento County Office of Education Job Description

Classification Title: Manager, Payroll Services

DEFINITION

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

DIRECTLY RESPONSIBLE TO

Appropriate administrator

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.)

District Payroll Auditing and Reporting

Organizes, supervises, audits, and coordinates payroll production for participating county school districts and independent charter schools; provides district and charter school training and assistance with payroll laws, benefits laws, and required filing; balances, coordinates, reconciles, and oversees the preparation and transmittal of deposits and financial reports for federal and state tax withholding, State Teachers Retirement System (STRS), Public Employees Retirement System (PERS), Tax Sheltered Annuities (TSAs), FICA, Medicare, unemployment insurance (UI), and state disability insurance (SDI); reconciles districts' funds, employee withholdings and employer charges on deposit in county school deduction trust fund;

SCOE Compensation and Benefits

Plans, organizes, and supervises SCOE's compensation and benefits operations; reviews, analyzes, recommends, and implements procedural changes in the preparation, maintenance, and control of compensation and benefits; coordinates with insurance company representatives to resolve benefits issues; responds to administrator and employee questions on retirement, benefits, and various payroll issues; coordinates open enrollment annual process; communicates with outside agencies regarding 403b and 457 issues; researches and interprets retirement and tax laws in order to stay in compliance.

Department Management

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; reviews information for accuracy, identifies discrepancies, makes corrections and resolves problems as necessary; acts as a liaison with various federal, state and local governmental agencies; assures proper completion of tax, retirement plan and other reports according to established timelines; prepares a variety of financial records and reports; maintains and updates confidential files and records for audit trail and compliance purposes; selects, trains, supervises, and evaluates technical staff; attends conferences and trainings; participates in budget development; 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 or business; increasingly responsible professional and supervisory experience in payroll, public accounting, budgetary analysis, auditing, and business management, preferably with a school district or other governmental agency.

Knowledge of:

Principles and practices of governmental budgeting, accounting and auditing; applicable STRS and PERS laws and regulations; County, district, State, and Federal rules, regulations, and policies affecting school district benefits, payroll and other financial activities; provisions of the Education Code and Labor Code related to school district payroll; the California School Accounting manual; principles and techniques of supervision; school financial software and standard software applications; technical aspects of school business finance.

Skills and Ability to:

Interpret, apply, and explain laws, rules and regulations as they apply to school payroll and financial operations; research, assemble and analyze data and make appropriate recommendations; maintain current knowledge of legislation, federal, and state law changes; 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 and deadlines of technical staff; prepare and present complex financial information and advice to districts, County Superintendent's staff and others; maintain confidentiality of sensitive information; meet schedules and timelines; 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.

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