

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER - PAYROLL

BASIC FUNCTION:

Under the direction of the Fiscal Services Officer, plan, organize, coordinate, and implement procedures for the District's payroll and position control functions; oversee all activities related to payroll and position control; assist in all aspects of employee compensation, preparation, planning, analysis, and monitoring.

REPRESENTATIVE DUTIES:

Advise senior management, including the Superintendent, Deputy Superintendent-Administrative Services and Assistant Superintendents concerning sensitive payroll issues regarding compensation for certificated and classified personnel. *E*

Manage the planning, organization and coordination of the timely preparing of District payrolls for classified and certificated personnel; establish priorities and direct staff toward timely and efficient payroll completion. *E*

Review certificated and classified payroll and determine proper sources of labor distribution; delegate payroll assignments, monitor legal evaluation of relevant regulations for adherence to all applicable laws;; review and approval payroll disbursements. *E*

Plan and organize work activities for the payroll section of Fiscal Services Department; train, supervise, and evaluate the performance of payroll personnel; assure time lines are met; project payroll facilities, equipment, and personnel requirements. *E*

Process, prepare and balance daily tax deposits; balance payroll taxes for each quarter; prepare and process payroll tax returns for federal and state agencies; work with federal and state agencies to resolve any tax discrepancies and tax audits. *E*

Provide technical expertise and respond to questions or complaints from employees regarding interpretation of laws, rules, regulations, and contracts governing District payrolls. *E*

Communicate and work with District departments and personnel, and collective bargaining representatives to obtain and provide information, resolve discrepancies, and correct errors. *E*

Process and record specialized payroll transactions related to workers' compensation, PERS and STRS contributions, retroactive pay, and other related services; process paperwork on retired and terminated employees. *E*

Analyze and prepare materials for the District's collective bargaining positions regarding negotiations with the certificated and classified unions as well as unrepresented classifications. *E*

Assure maintenance and accuracy of District payroll records; monitor maintenance of mailing lists, files, and records; assure accuracy and proper distribution of W-2 forms. *E*

Evaluate payroll systems and procedures including manual and automated systems; troubleshoot and resolve data discrepancies, incorrect coding, and equipment malfunctions. *E*

Coordinate payroll processing with other District departments including Human Resources and Information Technologies Departments; confer with Business Office personnel regarding workers' compensation claims. *E*

Oversee the process of specialized payroll transactions related to workers' compensation, PERS and STRS contributions, retroactive pay, and other related services. *E*

REPRESENTATIVE DUTIES continued:

Gather, process and review documents requested in legal subpoenas regarding employee=s wages and health benefits; coordinate related information with the Human Resources Department, including retrieving payroll wages since date of hire, dates of absences and reason of absences; collect witness fees from inquiring attorney' s offices and submit to the proper court and/or attorney. *E*

Assure compliance with a variety of laws, regulations, established procedures, and District policies concerning payroll processing. *E*

Provide information and assistance for the preparation of a variety of payroll and/or benefit reports; prepare annual payroll reports. *E*

Participate in regular meetings of District committees, Los Angeles County Office of Education, CASBO, and other organizations in areas of payroll related fields. *E*

Attend staff and District meetings as required; conduct payroll staff meetings; interpret directives and communicate to payroll staff. *E*

Assist in the scheduling and presentations of informational workshops. *E*

Operate county and District computer workstations, printer, calculator, copier, and microfilm/microfiche equipment. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Policies and procedures involved in preparation, verification, maintenance, and processing of District payrolls.
- Basic principles of accounting, bookkeeping, and financial record-keeping.
- District organization, operations, policies, and objectives.
- Collective bargaining processes for classified and certificated employees.
- Federal and state tax laws relating to employee compensation, including withholding rules.
- Applicable PERS and STRS rules and regulations for employers and employees.
- District and county payroll procedures.
- Applicable sections of State Education Code and other applicable laws.
- General and subsidiary ledger accounting.
- Oral and written communication skills.
- Modern office practices, procedures, and equipment.
- Financial and statistical record-keeping techniques.
- Principles and practices of supervision and training.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.

ABILITY TO:

- Interpret, apply, and explain laws, procedures, and regulations pertaining to payroll procedures and policies.
- Maintain accurate and interrelated financial, payroll and related records.
- Add, subtract, multiply, and divide quickly and accurately.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Train, supervise, and evaluate performance of personnel.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Operate computer work stations and other office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor' s degree in accounting, business or related field including at least 12 semester units in accounting or related subjects and three years of increasingly responsible payroll experience including experience with automated payroll systems.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Bending, pushing, lifting, and moving moderately heavy objects; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time; seeing to review and analyze complex payroll records and reports; hearing and speaking to exchange information related to the payroll function.