

PAYROLL SUPERVISOR

Reports to: Controller
Division: Administrative Services

Our ideal candidate

Ideally, you work efficiently, with strong attention to detail. You are a problem-solver with a “can-do” attitude, and enjoy working with a team to get the job done. You understand the sensitive nature of your work and it shows in your care when providing great services to the employees you serve. You communicate effectively. You are an excellent problem-solver, highly responsible, and take ownership of the tasks and responsibilities of the position. You mentor and train others, and give credit where it is due.

General description

This individual organizes, analyzes, directs, supervises, and evaluates the payroll services for the Santa Barbara County Education Office. Performs administrative duties including research, problem solving and recommendations for internal and external payroll procedures.

Specific duties and responsibilities

- Responsible for continuous review and monitoring of payroll activities, ensuring compliance with various federal, state, and Santa Barbara County Education Office requirements, provisions, legal opinions, and procedures; ensure accuracy of payroll information and reports
- Supervise, train, advise, schedule, and evaluate payroll staff
- Serve as payroll liaison to SBCEO or school district personnel and departments, vendors, and federal, state, and other governmental agencies regarding payroll related activities and operations
- Oversee, train, and act as liaison for SBCEO employee time and attendance system
- Present workshops to program staff or school districts regarding time and attendance, retirement and payroll compliance
- Establish appropriate internal procedures for processing payroll functions, retirement functions, and employee time and attendance functions. Re-evaluate and refine programs and procedures to enhance those areas; schedule and coordinate workload to meet established due dates and deadlines.
- Develop and maintain up-to-date written procedures for time and attendance reporting, retirement and payroll procedures
- Prepare a variety of reports to meet federal and state requirements in a timely manner; prepare a variety of in-house reports on a regular basis
- Act as the prime information source to management, payroll staff, school district staff, and SBCEO employees regarding payroll, retirement, leave accounting, and related procedures, operations, and records
- Oversee countywide payroll processing including payroll tax and retirement system deposits, reconciliations, reports and garnishment applications
- Attend a variety of meetings, seminars, and workshops to stay current with pertinent laws, codes, and legal decisions affecting payroll functions and activities

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- Supervise maintenance of records for classified and certificated personnel leaves, including management; interpret rules and regulations regarding sick leave, personal necessity leave, vacations and other leaves according to SBCEO's policies, rules, and applicable laws
- Participate in planning department goals and objectives; provide sustained leadership and coordination in all areas of responsibility
- Assist in the area of budget preparation, interim reports, salary analysis, projections of salaries and benefit costs, and other reports as required for the SBCEO
- Maintain complex records, reports, time studies, and other necessary data, and review and make recommendations regarding assigned areas
- Prepare and supervise the preparation of spreadsheets, financial reports, and other required accounting documents
- Provide backup to the Benefits Manager as necessary during absences
- Perform other related duties as assigned

Requirements

Education: High school graduate or general education diploma. Two years of college course work in accounting, business administration, public administration or a related field may substitute for one year of supervisory experience.

Experience: Two years of paraprofessional accounting and one year of supervisory experience. One year experience involving payroll preferred. Payroll, accounting, and budgeting experience in a school district, county education office, or governmental agency is preferred.

Knowledge and skills:

- Legal and reporting requirements related to payroll, retirement, and leave processing
- School district payroll systems and procedures
- State and federal tax deduction concepts and practices
- Electronic processing technologies for executing the payroll and interfacing data with other systems
- Principles of analysis, use, and interpretation of accounting, payroll, retirement, and financial data
- Proper office methods and practices, including letter and report writing, and oral and written communication skills
- SBCEO organization, operations, policies, rules and objectives
- Statistical and financial record keeping
- Supervision techniques and principles, training, workload direction and prioritization, and time management
- Correct English usage, grammar, spelling punctuation, and vocabulary
- Computer technology, including competency with microcomputers using word processing, databases, and spreadsheet software

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Abilities

- Effectively manage, supervise, and evaluate the performance and duties of assigned staff
- Prepare and make presentations on assigned topics
- Work independently with little direction to plan, organize, and manage various tasks concurrently; initiate new projects for the department
- Plan and organize work, meeting schedules and time lines
- Interpret and apply state and federal regulations, Education Code, and County Education Office operations, policies, rules and procedures
- Perform statistical and mathematical calculations with speed and accuracy
- Compile and analyze data and prepare complex reports
- Organize, summarize and express complex concepts or issues in concise, simple terms to a variety of people with varying levels of interest and understanding
- Receive complaints and take steps to facilitate resolution
- Work cooperatively with others and maintain effective working relationships with program staff and co-workers and establish and maintain a calm, tactful, friendly and diplomatic manner
- Work confidentially with discretion
- Work in an office setting engaged in work of a primarily sedentary nature
- Retrieve files and stand at a counter for customer service transactions
- Use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment
- Possess visual acuity to read computer screens, printed material, and detailed accounting information
- Possess auditory ability to carry on conversations over the phone and in person
- Ensure the confidentiality of private information

Licenses and certificates

Valid California driver's license

Working conditions

Work is performed indoors with minimal exposure to health and safety considerations.

Salary range 92

Approved by the Personnel Commission:

June 29, 2006

Revised:

June 24, 2008

Revised:

May 25, 2017