



Personnel Commission

JOB DESCRIPTION

PAYROLL SERVICES AND SYSTEMS MANAGER

Reports to: Administrator, School Business Advisory Services

Division: Administrative Services

Our ideal candidate

You are an innovative professional with excellent communication skills, and a proven track record establishing rapport and earning the trust of colleagues and end users because of your attitude and results. You are good with people. You are an excellent problem-solver, highly responsible and take ownership of all the tasks and responsibilities of the position. You analyze processes, procedures and seek to improve efficiencies to provide increased services to districts and for the organization. You understand politically sensitive issues and handle in a diplomatic and confidential manner. You conduct research, communicate effectively and solve problems, or collaborate with other managers in that pursuit, without jumping to conclusions, or leaving the solutions to others. You mentor and train others, and give credit where it is due. You are solutions oriented, inspire others, and lead by example. You are committed to providing the best service available to the Santa Barbara County Education office, school districts, federal and state governmental agencies, and the employees supervised by this position.

General description

The Payroll Services and Systems Manager is a management position over payroll activities within the accounting function. The Manager also serves in an expanded capacity by coordinating and participating in accounting systems upgrades beyond payroll. Advancement to this position requires the ability to supervise and integrate all aspects of payroll processing, accounting, and certification of classified and certificated payrolls within the office and among school districts in the County.

Specific duties and responsibilities

- Organizes workflow, supervises, and participates in the processing of payrolls including computation and posting of employee time, subtraction of appropriate deductions and preparation of required reports
- Assures payroll timelines are met, maintains payroll controls, proper procedures, policies, rules and regulations are applied to payroll activities
- Checks payrolls for compliance with rules, regulations and policies
- Directs and certifies the payrolls from school districts within the County
- Advises internal and district-level staff on payroll accounting systems changes and updates
- Verifies and certifies year-end payroll reporting and employee communications
- Participates in and coordinates activities around the Office's integrated accounting systems, concentrating in payroll and audit support



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- Coordinate special projects to support the operations of the department
- Manage the collection, deposit, and reporting of employee and employer retirement contributions to the public employees retirement system (PERS) and the State teachers' retirement system
- Oversees internal and external audit process, for example EDD, PERS, STRS and IRS
- Assists other financial areas with upgrades to financial accounting and other business applications
- Works with departments within the County Office and among districts to install and conduct training on financial accounting and business system modules
- Participates in the design, assembly, implementation, and processing and payment of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement
- Confers with human resources, information technology, and accounting personnel concerning payroll applications and conveyance of information among these functions
- Trains, supervises, and evaluates the work of assigned employees
- Reviews work, answers questions and assists with complex payroll-related research and computations
- Audits and updates regular and supplemental payrolls and calculating proper deductions
- Maintains up-to-date audit trails and support
- Ensures accurate reporting of federal, state, and special payroll taxes and fund contributions.
- Ensures that payroll records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions
- Participates in and may direct the development of policies, procedures, and specifications for payroll and related accounting systems
- Oversees and posts changes to payroll records and adjustments to the general accounting ledger
- Prepares annual total compensation statements for each employee showing income, benefits, and deductions
- Reconciles and approves payments to third parties such as insurance companies, agencies, and credit unions
- Prepares periodic reports of payments and transfers
- Coordinates the development and testing of upgrades to ensure integrity of data and functionality in payroll accounting systems
- Performs other duties as assigned that support the overall objective of the position

Requirements



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Education: The position typically requires a Bachelor's degree in accounting. An Associate's degree may be accepted along with additional, and progressively responsible, payroll accounting and supervisory experience.

Experience: Four years of progressively responsible experience in payroll and benefit accounting and program administration.

Knowledge and skills:

- Specialized professional knowledge of the laws, regulations, accounting standards and procedures that govern payroll and payroll processing
- In-depth knowledge of automated/integrated payroll systems and specific applications used by the County Education Office
- Basic knowledge of group employee benefits programs including all forms of insurance, and statutory requirements
- Working knowledge of the laws and regulations governing payroll accounting and reporting including those for benefits administration
- In-depth knowledge of the general accounting practices used in educational and government entities
- Skill at applying the practices and principles of supervision
- Advanced math skill to perform complex accounting and statistical computations
- Well-developed English language knowledge and skill to prepare professional reports and written communications
- Well-developed human relations skills to convey personal and technical information to all levels of staff, manage and review performance, and solve problems

Abilities

- Prepare clear, complete and concise financial records and analyze accounting data and prepare financial statements
- Independently establish, schedule, and sequence payroll accounting activities to meet all deadlines
- Prepare account adjustments and custom reports using PC based spreadsheets and relational databases
- Facilitate upgrades to accounting systems governing payroll accounting
- Conduct technical research and prepare complex arithmetic computations
- Supervise and lead staff in a manner which encourages efficiency and teamwork
- Analyze situations and adopt effective solutions



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- Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature
- Sufficient ambulatory ability to use common office equipment and retrieve documents
- Hand-eye-arm coordination to use a computer keyboard and 10-key at an advanced rate
- Visual acuity to recognize letters and numbers
- Auditory ability to carry on conversations in person and over the phone
- Perform all aspects of the position

Licenses and certificates

Valid California driver's license

Working conditions

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

Management salary range 23

*Approved by the Personnel
Commission:*

Feb. 28, 1991

Revised: Aug. 22, 1996

Revised: June 29, 2006

Revised: July 28, 2016