

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: Fiscal/Payroll Manager (Classified Management)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Supervises, coordinates and performs complex technical and diversified tasks related to preparation and processing of certificated, classified, adult education and non-classified payrolls; interprets and applies salary schedules and collective bargaining contracts; performs related duties as required. This position acts as a resource person regarding assigned area(s) and requires accuracy, attention to detail as well as independent judgment and problem-solving skills to be exercised in relation to specific area(s) of responsibility. Acts as Director of Finance in his/her absence.

SUPERVISOR: Director of Finance

TYPICAL DUTIES:

Manage technical/professional accounting and auditing duties in the maintenance of District finance and accounting records

Review, coordinate and prepare a variety of District financial statements/reports and conduct special audits or analytical studies to assist in the compliance with policies and regulations of new or revised programs

Review and recommend financial and budget procedures, techniques and methods to assure efficiency and compliance with district policies and applicable government regulations

Supervise and direct payroll staff in carrying out responsibility for payroll preparation/production the payroll department

Oversees the processing of hourly and salary payroll, manual payroll checks; reviews and adjusts draft payroll batch for short and no pays, maintains accurate payroll records which includes calculating hours worked, overtime, accruals, holiday pay, jury duty, leaves, garnishments and court ordered deductions

Balancing and controlling earning and deduction totals, calculating and preparing general ledger entries, inspecting automated system output such as registers and standard reports, determining and correcting out-of-balance conditions, preparing and filing tax reports, gathering payroll data for inclusion in financial statements, and researching and preparing special reports for management

Ensures compliance with local, State and federal regulations and filing local, State and federal payroll tax returns, computing wage and overtime payments, calculating and recording payroll deductions

Audits payroll information for accuracy and reconciles payroll deposits, tax withholdings, wage garnishments, and voluntary deductions

Responsible for quarterly tax reports and filings; reconciles, researches, and resolves discrepancies on the 941 tax quarterly reports to Employment Development Department (EDD) and IRS

Timely review and sign off on all required payroll and state tax reconciliations; ensures compliance with applicable federal, State and local regulatory reporting requirements and guidelines; ensures reports are accurate and disbursed in a timely manner

Audits payroll information for accuracy and reconciles payroll deposits, tax withholdings, wage garnishments, and is responsible for transmitting payroll taxes to the banking institutions

Oversees and coordinates fiscal and calendar year-end processing of payroll, including supplemental payrolls and other government-required documentation such as unemployment insurance and worker's compensation; distributes year-end W-2's

In collaboration with Information Technology Systems and Payroll, evaluates and analyzes existing payroll policies, procedures and business processes; drafts, proposes and implements changes and/or quality control measures leading to best practice operations

Acts as a liaison between Payroll and Information Technology departments to ensure payroll staff understanding and implementation of payroll system requirements and revisions

Reviews and approves final timecard edits prior to posting, setting up of garnishments (i.e., court orders, alimonies, Department of Motor Vehicles, direct deposits, etc.)

Balances payroll runs, producing federal, State and local tax reports, payments and troubleshooting issues

Conducts after-processing duties, including but not limited to working with other departments, including, Accounting, Finance, Information Technology, and Human Resources to ensure proper reconciliation of payroll and payroll tax reporting

Maintains payroll-related accounts and is responsible for the reconciliation and accuracy of one or more accounts within a complex accounting system

Investigates lost and misplaced payroll checks; coordinates stop payment activities with accounting department

Communicates with employees regarding missing timecards and Payroll Action Forms (PAFs) resulting in no payroll

Disseminates information and provides training, including payroll orientation to district departments and staff regarding payroll policy, procedures, deadlines, and updates in payroll law

Remains current on new legislation and regulatory ruling impacting payroll; enforces adherence to requirements and advises management on required actions

Assists with developing and implementing payroll related policies and procedures, and participating in continuous improvement measures within Payroll

Participates in problem solving and special projects within the Payroll department; reviews various payroll reports and identifies possible issues that need further research and/or action with possible accounting treatment

Supervises the reconciliation of STRS and PERS reports and serves as district resource on retirement plans

Performs other duties as assigned or requested

EMPLOYMENT STANDARDS

Technical expertise in accounting, financial principles, and procedures, especially as they pertain to governmental and California school district accounting

Knowledge of generally accepted accounting principles and standards, Governmental Accounting Standards Board (GASB) standards for accounting and financial reporting for government agencies, and the California School Accounting Manual

Proficiency and governmental accounting, including financial statement preparation and methods of financial control and reporting

Must be able to prepare clear, complete, and concise financial records and statistical reports, analyze accounting and budget data and make sound recommendation

Knowledge of accounting and statistical principles, procedures and terminology

Knowledge of general office practices and procedures

Knowledge of English usage, grammar, punctuation and composition

Knowledge of STRS and PERS requirements

Knowledge of alternative retirement system requirements

Knowledge of IRS and all applicable laws, regulations, standards, methods, and practices related to payroll and retirement systems

Ability to learn, interpret and apply personnel and payroll policies, laws, regulations, State Education Code, collective bargaining contracts and credentialing requirements

Ability to apply mathematical concepts including the use of fractions

Ability to follow complex verbal and written instructions with a minimum of directions

Ability to explain procedures clearly and accurately and communicate verbally in situations requiring tact, diplomacy and discretion

Ability to operate a computer terminal or microcomputer, using spreadsheet, database, word processing and specialized financial software

Ability to train staff to use payroll and related software and act as a resource

Ability to quickly identify problem areas or situations, isolate problem causes, and take appropriate action to resolve problem identified

Ability to understand and implement a variety of complex directions without continuous supervision

Ability to establish and maintain accurate payroll records

Ability to record and prepare accurate financial and statistical summaries and reports

Ability to assemble, organize and analyze data in an effective and useful manner

Ability to apply rules and regulations to specific cases

Ability to communicate effectively in both oral and written forms

Ability to operate a variety of standard office machines and equipment

Ability to plan and direct the work of subordinate employees, establishing priorities to meet deadlines

Ability to establish and maintain effective working relationships and those contacted in the performance of required duties

Ability to work with internal and external auditors and prepare information required for these audits

Possession of a valid and appropriate California Driver's License

EDUCATION AND EXPERIENCE

EDUCATION:

Minimum AA degree or BA, BS degree with major coursework in Accounting or Business Administration preferred or any combination of experience and education that would likely provide the required knowledge and abilities and be equivalent to a bachelor's degree from an accredited institution of higher learning. Certified Payroll Professional (CPP) designation is a plus.

EXPERIENCE:

Three or more years of significant, directly related and progressively responsible experience with payroll, accounting and budgeting. Experience that includes direct supervision of clerical and administrative staff is highly desirable. Experience reconciling and resolving discrepancies among quarterly/annual system generated payroll reports, general ledger, and tax filings. Strong knowledge of payroll tax laws and recent experience preparing payroll tax returns. Strong analytical skills, ability to analyze and effectively report on budget vs. actual salary and FTE variances. School district experience preferred.

Approved: 03/23/2017 Board Meeting