



# IRVINE UNIFIED SCHOOL DISTRICT

## Assistant Director – PAYROLL

### DEFINITION:

Under the supervision of the Director of Fiscal Services, supervises and performs financial, clerical, and related work involving the computation and maintenance of all payroll accounting records, including governmental reports and statistical information; coordinates, oversees and participates in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll function; trains and evaluates the performance of assigned personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provides oversight of payroll compliance issues including collection, calculation, and input of payroll information for submittal to the County Schools Office Payroll Processing System.
- Organizes and directs payroll operations and activities to ensure employees are paid in an accurate and timely manner; oversee the processing of payroll-related forms and applications; ensures payroll activities comply with established laws, codes, regulations, policies and procedures.
- Coordinates, oversees and participates in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll function including quarterly and yearly payroll reports, analysis of payroll records and payroll accounting reports.
- Reviews information for accuracy; identifies discrepancies; makes corrections and resolves problems as necessary; ensures accuracy of personnel information.
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; assigns employee duties and reviews work for accuracy, completeness and compliance with established requirements.
- Provides oversight of all time cards, monthly payroll processing and data input including regular pay, extra pay, absence pay, voluntary deductions and other payroll related items; organizes payroll staff work flow.
- Develops and provides staff training in the use of technology, office systems, and procedures.
- Performs complex and technical payroll operations including payroll audits and reconciliations; conducts and provides oversight for site and program payroll audits.
- Resolves technical payroll and payroll accounting issues.
- Performs benefit expenditure and related transfers to various accounts.
- Reviews methods and procedures for tracking sick time, vacation balances, and other payroll related leaves to ensure accuracy and that all laws and regulations are being followed.
- Collaborate with Human Resources and Fiscal Services Departments to ensure that employees are paid correctly, charged to the proper accounts, and validation of records is completed between the Human Resources, Payroll, and Fiscal Systems.
- Serves as a technical resource for District and school site staff regarding payroll procedures.
- Assists in screening applications, interviewing, and recommending candidates for employment within the payroll department.
- Prepares quarterly tax returns and various supplemental payroll reports.
- Assists in providing information for collective bargaining agreements.
- Coordinates certificated and classified retirement plans with the State.
- Ensure the timely reporting and payments to the CalPERS and CalSTRS retirement systems regarding employee resignations, retirements, and agency requirements.
- Manage the maintenance of employee records for payroll, industrial accidents, retirement, and leave of absences; maintain payroll schedules, calendars, payroll files and assignments; and distribute information as appropriate.
- Collaborate with District Information Technology to review and analyze existing systems/programs in order to enhance the functionality and operational needs of the district.
- Provide assistance related to employee payroll programs, including benefits and worker's compensation. Creating upload files for mass updated to benefits deductions and monitors leave entitlements for worker's compensation claims.
- Provides information to staff concerning payroll techniques, procedures, guidelines and regulations; assists in coordinating accounting activities to meet established payroll time lines.

- Communicates with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Operates a variety of office equipment including a computer and assigned software.
- Attends and conducts a variety of meetings as assigned.

**QUALIFICATIONS GUIDE****Knowledge of:**

- Payroll, payroll taxes and other deductions, general accounting application and computerized spreadsheet programs.
- Organization and direction of payroll operations and activities.
- Advanced principles and techniques involved in payroll preparation and processing.
- Tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Preparation, maintenance, verification and processing of payroll records and reports.
- Generally accepted accounting principles, practices and procedures.
- Preparation, review and control of assigned accounts.
- Organizational payroll policies and objectives.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable laws, codes, regulations, policies and procedures.
- Advanced payroll functions of an educational organization.
- Principles and practices of data processing.
- Principles and practices of supervision and training.
- Technical aspects of field of specialty.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

**Ability to:**

- Organize and direct payroll operations and activities to ensure classified and/or certificated employees are paid in an accurate and timely manner.
- Coordinate, oversee and participate in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll function.
- Train and evaluate the performance of assigned personnel.
- Coordinate communication, information and personnel to ensure smooth and efficient payroll activities.
- Ensure proper and timely resolution of payroll discrepancies, issues and conflicts.
- Monitor, audit, adjust and reconcile payroll data.
- Identify, investigate and resolve financial errors and discrepancies.
- Compare numbers and detect errors efficiently.
- Participate in the development and implementation of payroll system enhancements.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Determine appropriate action within clearly defined guidelines.
- Make arithmetic computations with speed and accuracy.
- Prepare detailed and concise records, files and reports.
- Effectively and efficiently select and use technology in support of payroll and office functions.
- Evaluate and update regularly payroll department practice and procedures.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: College level coursework, managerial or supervisory experience in a responsible position involving accounting and/or four years of professional payroll experience. Bachelors' Degree preferred. Any combination of training and experience which would likely provide the required level of knowledge and skills. Some experience in school district payroll services preferred.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.

**WORK ENVIRONMENT:**

Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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