

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MAY 2012
SALARY SCHEDULE: #85
RANGE: CM 17.5
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 1, 6, 8

MANAGER – DISTRICT PAYROLL AND REPORTING

DEFINITION

Under the direction of the Financial Operations Officer, to plan, organize coordinate, and direct all functions necessary to the successful operation of district payroll, retirement and California Longitudinal Pupil Achievement Data System (CalPADS);

supervise district payroll and retirement staff;

will assist in the training and implementation of new and enhanced systems;

coordinate with other departments and districts as needed.

EXAMPLES OF DUTIES

Implement and develop data systems and procedures as needed to maintain efficient operations;

perform lead responsibilities for software applications used in district payroll, retirement and CalPADS and various other database programs;

provide leadership and supervision to designated employees;

train, coach, and evaluate the performance of designated employees;

complete all federal and state tax forms and prepare reconciliations from district payroll reports;

assist districts with balancing district payroll taxes;

ensure the accuracy of all retirement auditing;

assist districts and ensure the timely accurate reporting of CalPADS;

reconcile CalPERS and CalSTRS accounts;

act as backup and assist during high use periods;

train staff and district staff on payroll related procedures;

coordinate and assist in CalPADS training;

attend user support, and other software related meetings;

assist in the training and implementation of new and enhanced business systems;

ensure current laws and policies are adhered to as it relates to payroll and retirement processes;

maintain cooperative inter-departmental relations to facilitate the preparation of accurate and timely CalPADS reporting;

maintain cooperative district relations to facilitate the preparation of accurate and timely payrolls;

perform special projects as assigned by the Financial Operations Officer.

QUALIFICATIONS

Knowledge of:

Proper supervisory methods and techniques;

payroll and accounting procedures;

training procedures;

business information software, Quintessential School Systems (QSS) preferred.

Ability to:

Supervise, coach and evaluate staff;

formulate, implement and coordinate effective training;

prepare clear, concise written materials;

make effective oral presentations;

relate to and communicate well with others;

perform complex mathematical calculations;

problem solve using analytical skills and abilities.

Experience:

Four (4) years of experience in accounting or payroll.

Two (2) years of supervisory experience preferred.

Education:

Bachelor's degree in Business Administration, accounting, human resources or related field required.

Experience in a supervisory management position can be substituted for the formal education requirement on a year for year basis.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of one year.

TS: gs

11/23/15

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