

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED SEPTEMBER 2008  
SALARY SCHEDULE: #85  
RANGE: CM 17.5  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 1, 6, 8**

## **PAYROLL MANAGER**

### **DEFINITION**

Under the direction of the Human Resources Director, to plan, organize coordinate, and direct all functions necessary to the successful operation of the position control/payroll functions;

supervise payroll and benefit staff;

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

coordinate with other departments as needed.

### **EXAMPLES OF DUTIES**

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

perform lead responsibilities for software applications used in payroll, employee maintenance, absence tracking, position control, benefit management 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 payroll reports;

oversee 403b and 457 retirement plan administration;

reconcile all payroll related clearing accounts;

ensure the accuracy of all payroll submissions;

act as backup and assist during high use periods;

train staff on payroll and personnel related procedures;

attend user support, and other software related meetings;

assist with new employee orientation programs and with various presentations on an as needed basis;

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

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

perform special projects as assigned by the Division Administrator and Director of Human Resources.

## **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 payroll 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: nl

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