

**CLASSIFICATION TITLE: *Lead Payroll Specialist***

**DESCRIPTION OF BASIC RESPONSIBILITIES:**

Under the supervision of the Director of Business, organize and direct the operations and activities of the Payroll Department: oversee and audit the preparation, processing and maintenance of regular, special and supplemental payrolls to assure employees are paid in an accurate and timely manner; assure proper completion of tax, retirement plan and other reports according to established time lines; train and assist in the evaluation of the performance of assigned personnel.

**DISTINGUISHING CHARACTERISTICS:**

This position differs from other payroll and accounting positions in the complexity of duties and consequences of error. This job class requires specialized subject matter expertise in the area of payroll functions; and knowledge of general principles of accounting and school regulations. This position will be required to act as lead resource person for all business classifications and staff, as well as a resource for the school districts within Sutter County.

**DIRECTLY RESPONSIBLE TO:** Director of Business Services.

**SUPERVISION OVER:** None, but will coordinate the work of the Payroll Specialists.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification).

Organize and direct the operations and activities of the Payroll Department; develop and implement policies and procedures; assure payroll activities comply with established laws, codes, policies, procedures and regulations.

Oversee and audit the preparation, processing and maintenance of regular, special and supplemental payrolls to assure employees are paid in an accurate and timely manner; review information for accuracy, identify discrepancies, make corrections and resolve problems as necessary.

Oversee the preparation of and assure proper completion of tax, retirement plan and other mandated and requested reports; review and approve reports to assure accuracy; assure reports are submitted to appropriate agency or personnel according to established time lines.

Ensures compliance with IRS regulations for the purpose of maintaining Sutter County Superintendent of Schools Cafeteria 125 Plan, Retirement, Annuity Plans, and annual W-2 forms.

Supervise, train and monitor the performance of assigned staff; assist in the evaluation, interview and selection of employees and recommendation of transfers, reassignment, termination and disciplinary actions within the policies of SCSOS.

Supervise and participate in the review and processing of time sheets and records; direct auditing of final time sheets against the payroll register; re-calculate and input salary adjustments, coding and overtime pay as needed; assure proper authorizing signatures, coding and accuracy of payroll adjustments.

Resolve payroll discrepancies and serve as a technical resource to administrators and employees concerning payroll accounting activities, salaries, deductions, retirement plans and other contribution accounts; respond to inquiries and provide information.

Oversee and direct the preparation of a variety of files, records and reports related to personnel, payroll, deductions, garnishments and assigned activities; generate a variety of mandated and requested computerized reports related to payroll activities.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and resolve issues or concerns.

Develop and oversee detailed automated and manual permanent employee records regarding payroll transactions, benefits, salaries, tax status, retirement plans and related information.

Maintain storage and archive of permanent and semi-permanent files.

Reconciles cash in county treasury for all payroll and employee benefit transactions.

Oversee employee contributions and arrange for vendor payments according to established time lines; monitor and balance benefits, retirement plans and other assigned vendor accounts; reconcile vendor payments with contribution register and make necessary corrections.

Attend and participate in a variety of assigned meetings, conferences and workshops.

Develop methods and process payments for state, federal, local tax deposits, including quarterly and annual tax reports.

Maintain unemployment insurance management system for each school employer participating in the School Employees Fund.

Interprets and researches state, federal, STRS, PERS and IRS legislation affecting payroll.

Compiles and submits monthly and annual STRS, PERS and other benefit reports.

Coordinates and conducts workshops and trainings that provide information to staff and districts related to payroll, retirement and benefit processes.

Provides resource information by maintaining communication with school districts, outside agencies, internal office departments, staff and supervisors regarding payroll matters.

These duties may not be inclusive and at any given time this position may be required to perform any duties listed on Payroll Specialist and Account Specialist or any lower level job description.

**MINIMUM QUALIFICATIONS:**

All standards as listed on Payroll Specialist and Account Specialist job description including the following:

**Education and Experience Requirements:**

High School diploma or equivalent. Three years highly responsible experience in accounting, particularly in the processing of payroll. Experience in school district payroll procedures preferable.

**Knowledge of:**

Current payroll and retirement methodologies and processes, preferably in the area of school payroll systems; tax withholding, voluntary deductions, garnishments and supplemental insurance; County Office employee retirement plans; principals and practices of supervision and training; accounting principles, financial analysis and research techniques; preparation, maintenance, verification and processing of payroll and retirement records and reports; Applicable laws, codes, regulations, policies and procedures; Federal, state, and local tax reporting rules and regulations; public school agency accounting rules and regulations; computerized financial accounting systems, spreadsheets and word processing software; Interpersonal skills using tact, patience and courtesy; Mathematical computations; proper English and grammar usage for oral and written communication.

**Ability to:**

Organize and direct the operations and activities of the Payroll Department; oversee and audit the preparation, processing and maintenance of regular, special and supplemental payrolls to assure timely and accurate payroll payments and reports; perform complex mathematical calculations quickly and accurately;

Ability to research and interpret laws, regulations related to payroll and retirement functions and communicates information orally and in writing; Identify training needs of department staff, as well as district staff, and develop training tools, oral presentations and workshops to address these needs; train and assist in the evaluation of the performance of assigned personnel; develop and maintain a variety of automated and manual records, files and reports; Interpret, apply and explain policies, procedures, rules and regulations; serve as a technical resource to personnel concerning payroll functions and activities; work independently with little direction; plan and organize work; verify, balance and adjust accounts; type or input data at an acceptable rate of speed; Meet deadlines; function effectively under pressure and time constraints; organize and maintain payroll records and data to meet strict deadlines; enter data to financial systems accurately; establish and maintain a variety of record keeping systems and prepare a variety of financial reports related to assigned area of responsibility; research data, detect, and correct errors or omissions; operate office equipment and perform tasks with computers and software applications including accurate data input; prepare federal, state and local reports and summaries as required; work confidentially with discretion; establish and maintain positive working relationships with other employees, district staff and general public.

Medical Category:

Light physical effort

Normally located in a work environment with light physical qualifications and requirements

Ability to lift 25 lbs maximum or carry any object weighing up to 25 lbs.