

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Payroll	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Fiscal Services	CLASSIFICATION:	Supervisory
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	May 19, 2021	SALARY:	E-17/Management Salary Schedule

Basic Function:

Plan, organize, supervise, and participate in the efficient and timely preparation of the District payroll to provide timely delivery of high-quality services; ensure maintenance and accuracy of comprehensive payroll records; hire, train, supervise, evaluate and provide clear expectations of assigned staff. Operates as the subject matter expert and escalation point to resolve issues and continuously look for improvements in the operational processes and designs and implements those initiatives.

REPRESENTATIVE DUTIES

Plan, organize, supervise and participate in the efficient and timely preparation of District payroll; establish priorities and direct staff to ensure timely and efficient payroll completion.

E

Interpret day-to-day business objectives and preparation/execution of operational practices. Ensure team members acquire necessary skills and performance attributes, in line with business development needs. Provide clear training and supervision, and evaluations of all assigned staff. *E*

Ensure all timelines are met to provide accurate and timely delivery of high-quality services to all sites, departments, and all employees within the District. Ensure all payroll facilities, equipment work as expected. *E*

Provide technical expertise and respond to questions or complaints from employees regarding interpretation of laws, bargaining agreements, rules, and regulations governing District payrolls. *E*

Provide excellent customer service and communicate with District personnel to obtain and provide information, resolve discrepancies and correct errors in a timely manner. *E*

Process and record specialized payroll transactions and related services; process paperwork on retired and terminated employees. *E*

Ensure maintenance and accuracy of District payroll records; monitor maintenance of mailing lists, files and records. *E*

Evaluate the District automated payroll system; troubleshoot and resolve data discrepancies, incorrect coding and equipment malfunctions. *E*

Ensure compliance with a variety of laws, regulations, established procedures and District policies concerning payroll processing and compensation. *E*

Provide accurate information and timely assistance for the preparation of a variety of payroll related reports; prepare annual payroll reports. *E*

Participate and attend staff and District meetings as required; conduct payroll staff meetings; interpret directives and communicate to payroll staff. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree or equivalent experience such as four (4) years of increasingly responsible payroll experience including experience with automated payroll systems.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current policies and procedures involved in preparation, verification, maintenance and processing of District payrolls.

Principles of accounting, bookkeeping and financial record-keeping.

District and County payroll procedures.

Applicable sections of State Education Code and other applicable laws.

Financial and statistical record-keeping techniques.

Principles and practices of supervision, training and providing work direction.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies, contract bargaining agreements, objectives and goals.

ABILITY TO:

Plan, organize and direct the work activities and special projects of an assigned Payroll area(s). Interpret, apply, and explain laws, procedures and regulations pertaining to payroll procedures and policies.

Maintain accurate and interrelated financial, payroll and related records.

Add, subtract, multiply and divide quickly and accurately.

Work confidentially and independently with little direction and many interruptions.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Analyze situations accurately and adopt an effective course of action.
Plan and organize work to meet schedules and timelines.
Train, supervise, evaluate, provide clear expectations and regularly support professional growth.
Communicate, understand and follow both oral and written directions effectively.
Operate computer and other office equipment.
Learn new or updated computer systems/programs or skills to apply to current work.
Communicate, understand, and follow both oral and written directions effectively.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Assist in sustaining and monitoring the financial viability of the district.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; excessive intermittent noise; occasional contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate office equipment; sitting or standing for extended periods of time; seeing to review and analyze complex records and reports, hearing and speaking to exchange information related to the **accounting payroll** function; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions