

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED SEPTEMBER 2008  
TECHNICAL SPECIALIST/SERVICES SERIES  
RANGE: CM 17.5  
CLASSIFIED MANAGEMENT  
CODE: 1**

### **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 years of experience in accounting or payroll.

Two years of supervisory experience preferred.

### Education:

Bachelors 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.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**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.**

**This position has a probationary period of one year.**

ST:rw

9/17/08

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This is a new position and creation was based from the Supervisor Payroll Human Resources JD on 8/21/08

It did not replace Supervisor Payroll Human Resources this one is still valid.