

**MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description**

TITLE: Payroll Supervisor
REPORTS TO: Payroll Manager/Director of Fiscal Services
DEPARTMENT: Budget
CLASSIFICATION: Classified
SALARY: Range 6
BOARD APPROVED: TBD

SUMMARY DEFINITION: Supervises and monitors payroll functions for the district.

SUPERVISION:

- Senior Account Clerk
- Payroll Analyst
- Supervises the work of other assigned classified staff.

EXAMPLES OF DUTIES (to include, but not limited to):

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

1. Supervises and oversees payroll **E**
2. Prepare quarterly payroll taxes and W2's. **E**
3. Assists with monthly and year-end closing. **E**
4. Responsible for ascertaining and collecting of all monies due the District **E**
5. Assist with payroll reconciliation. **E**
6. Function as a liaison with other departments including payroll. **E**
7. Assist in reconciling payroll liability accounts. **E**
8. Prepares or facilitates the preparation of assigned local, county, state, and federal reports for submission by identified deadline date. **E**
9. Assist with providing data, reports, stakeholder, public record, and other requests. **E**
10. Plans, organizes, supervises and evaluates the work of the staff. **E**

11. Assists personnel throughout the district regarding payroll policies, regulations and procedures **E**
12. Attends and participates in job related meetings and activities specified by the Director of Fiscal Services. **E**
12. Performs additional duties assigned by the Payroll Manager and Director of Fiscal Services as an adjunct to regular stated duties. **E**
13. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent and Chief Business Officer. **E**

EDUCATION AND EXPERIENCE: College level coursework and two years accounting experience, including two years of senior level clerical accounting experience, or an equivalent combination of training and experience.

KNOWLEDGE OF:

- Knowledge of payroll and accounting principles, practices, and methods, and their application to the preparation of fiscal statements.
- Knowledge of governmental accounting methods.
- Knowledge of budgetary practices.
- Knowledge of automated accounting and independent payroll systems.
- Knowledge of office practices and procedures.
- Knowledge of principles and practices of supervision and training.

SKILL IN:

- Performing in-house payroll duties.
- Applying accounting and payroll principles to the maintenance of control records and the preparation of financial statements.
- Directing the flow of a large volume of detail work and in planning, laying out and reviewing the work of subordinate employees.
- Preparing accurate and complete financial reports from accounting records.

ABILITY TO:

- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to supervise and direct the work of others.
- Ability to train and advise others in the use of financial and payroll systems.

- Ability to exercise good judgment and tact.
- Ability to work effectively with all segments of the educational community and general public.
- Ability to assemble and analyze data, and make appropriate recommendations for action.
- Ability to design and implement procedures.
- Knowledge of school district operations and procedures.

ENVIRONMENT:

School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent timelines; maintains high regard for exemplary customer service.

PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

LICENSES AND CERTIFICATES:

- A valid California driver's license is required

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting and TB testing