

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Human Resources

TITLE: PAYROLL SUPERVISOR

- QUALIFICATIONS:**
1. Experience at responsible level and/or college training equal to completion of advanced accounting curriculum; bachelor's degree in accounting or related field desirable
 2. Knowledge of payroll methods, procedures and terminology, including related state and federal laws; experience in payroll, preferably school district payrolls
 3. Ability to prepare, reconcile, verify, balance and audit comprehensive payroll, retirement and accounting reports
 4. Ability to learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures
 5. Ability to work harmoniously and effectively with administrators and staff
 6. Ability to meet numerous monthly reporting and processing deadlines simultaneously
 7. Ability to perform mathematical computations quickly and accurately

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: To coordinate and supervise district's payroll functions under the direction of the Director of Fiscal Services.

PERFORMANCE RESPONSIBILITIES:

1. Organizes, coordinates and supervises the activities and operations for the processing of payroll for all employees
2. Ensures district employees are paid in an accurate and timely manner
3. Trains, assigns, schedules and supervises the work assigned to payroll staff
4. Directs audits of all payroll records and transactions (including but not limited to verification of salary calculation, retirement coding, payroll adjustments, step increases, cost of living adjustments and longevity) for all employees
5. Responsible for implementation of all district labor contract agreements relating to employee compensation and fringe benefits, in coordination with the Human Resources Department
6. Establishes and implements internal procedures for the processing of payroll; recommends changes in existing procedures to increase efficiency
7. Provides data, analysis and information to Director regarding payroll policy, related procedures and applicable codes and laws
8. Receives, investigates and resolves individual staff payroll related problems
9. Serves as a technical resource to district staff regarding the payroll function and related retirement accounts, policies and procedures, calculations, pay rates, taxes, STRS, PERS, SISC Defined Benefit Plan and other payroll data; provides district staff training as needed

10. Collaborates with STRS, PERS, and other outside organizations as needed for payroll and retirement information in order to resolve issues and meet reporting requirements
11. Serves as liaison for payroll portion of district audits
12. Ensures mandated tax reports and related payments are submitted to appropriate agencies according to established timelines
13. Responsible for W-2 reporting including verifying payroll reports for accuracy, making corrections as needed, reconciling and distributing forms
14. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; supervisory salary schedule, class 35

EVALUATION: Performance of this job will be evaluated in accordance with the District's improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

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