



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Payroll Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Business Services	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 73

BASIC FUNCTION:

Organize and oversee payroll operations and activities to assure District employees are paid in an accurate and timely manner; review, edit, approve and process the Districts payroll runs; coordinate, oversee and participate in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll function; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Organize and oversee payroll operations and activities to assure District employees are paid in an accurate and timely manner; oversee the processing of payroll-related forms and applications; review, edit, approve and process the Districts payroll runs; assure payroll activities comply with established laws, codes, regulations, policies and procedures
- Coordinate, oversee and participate in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll function; review information for accuracy, identify discrepancies, make corrections and resolve problems as necessary; assure accuracy of personnel information
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements
- Oversee and coordinate communications, information and personnel to assure smooth and efficient payroll activities; establish payroll time lines and priorities; assure proper and timely resolution of payroll discrepancies, issues and conflicts
- Review, reconcile, process, and submit District payroll tax returns, W2s, and PERS, STRS and TSA retirement reports
- Coordinate payroll functions with various governmental agencies and outside organizations; coordinate and assure proper processing, application and maintenance of employee benefits, insurance enrollments, billing information, taxes and employee deductions
- Provide consultation concerning payroll processes, policies and procedures; respond to inquiries, resolve issues and conflicts and provide technical information concerning calculations, pay rates, benefits, taxes and leave; investigate and resolve payroll discrepancies

- Oversee and participate in the input of payroll, payroll tables, personnel and related data into an assigned computer system; maintain various automated records; initiate queries and generate computerized lists and reports; assure accuracy of input and output data
- Oversee and participate in the preparation and maintenance of a variety of records and reports related to employee information, time sheets, pay rates, salary adjustments, retirement, workers compensation, payroll data, attendance and assigned duties
- Participate in special District payroll projects including bonus payments, retro-active salary changes, reports, reconciliations and retirement research
- Make recommendations to appropriate personnel regarding other payroll-related matters and processes including changes or enhancements to automated system, contract or pay issues, and health deduction processing issues
- Operate a variety of office equipment including a computer and assigned software
- Attend and conduct a variety of meetings as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of payroll operations and activities

Advanced principles and techniques involved in payroll preparation and processing

Tax withholding, voluntary deductions, garnishments and supplemental insurance

Preparation, maintenance, verification and processing of payroll records and reports

Generally accepted accounting principles, practices and procedures

Preparation, review and control of assigned accounts

Organizational payroll policies and objectives

Financial and statistical record-keeping techniques

Preparation of financial statements and comprehensive accounting reports

Applicable laws, codes, regulations, policies and procedures

Advanced payroll functions of an educational organization

Principles and practices of data processing

Principles and practices of supervision and training

Technical aspects of field of specialty

Operation of a computer and assigned software

Oral and written communication skills

Interpersonal skills including tact, patience and courtesy

Arithmetic computations

ABILITY TO:

Organize and oversee payroll operations and activities to assure District employees are paid in an accurate and timely manner

Coordinate, oversee and participate in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll function

Train and evaluate the performance of assigned personnel

Coordinate communications, information and personnel to assure smooth and efficient payroll activities

Assure proper and timely resolution of payroll discrepancies, issues and conflicts
Monitor, audit, adjust and reconcile payroll data
Identify, investigate and resolve financial errors and discrepancies
Compare numbers and detect errors efficiently
Participate in the development and implementation of payroll system enhancements
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures
Establish and maintain cooperative and effective working relationships with others
Operate a computer and assigned office equipment
Determine appropriate action within clearly defined guidelines
Meet schedules and time lines
Work independently with little direction
Plan and organize work
Make arithmetic computations with speed and accuracy
Prepare detailed and concise records, files and reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting or related field and five years increasingly responsible payroll experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Hearing and speaking to exchange information
Bending at the waist, kneeling or crouching to retrieve and file materials
Sitting for extended periods of time