

PAYROLL/BENEFITS MANAGER

DEFINITION:

Under general direction of the Director of Fiscal Services, the Payroll/Benefits Manager is responsible for the coordination and supervision of the Payroll/Benefits staff; performing complex technical duties relating to District payroll and benefit programs for all employees and retirees; provides a communication and control link between Payroll/Benefits Departments, Position Control, and Human Resources.

QUALIFICATIONS:

Experience: At least three years of supervisory experience in performing highly complex technical payroll functions ideally in a school district or governmental setting is highly desirable.

Education: A degree in accounting, business administration or closely related field is preferred. Qualifying experience may be substituted on a year-to-year basis with a minimum of four years of education and/or experience.

DISTINGUISHING CHARACTERISTICS:

- The Payroll/Benefits Manager plans, develops, interprets, and implements all activities in the Payroll Department through subordinate staff in a highly demanding and fast-paced environment. The position is committed toward continuous improvement in accuracy, efficiency, and customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, supervise and direct the compensation and benefits functions of the District; assure confidentiality and that quality customer service is provided by staff assisting employees and District retirees with payroll and benefit matters. Responds to questions regarding District policies, procedures, and regulations related to employee benefits and payroll.
- Supervise, train, and evaluate assigned staff for the purpose of determining workload priorities and adjusting assignments as needed to meet established deadlines. Plans, schedules, and supervises in the maintenance and review of payroll and benefit records, reports, and processing. Coordinates all aspects of the County/District computer network as it relates to payroll and benefits.
- Keeps abreast of changing laws, rules, and regulations pertaining to wages, benefits, and employee rights to ensure compliance.
- Participates as a representative on the District Benefits Committee.
- Coordinates and oversees the annual open enrollment fairs and processes/procedures. Coordinates and maintains all benefit program components including enrollment, orientation, open enrollment brochures, and benefit summaries.
- Assists with the management of the District benefits programs, including various insurance plans, FSA, HSA and COBRA. Oversees and ensures compliance with COBRA and Tax Shelter programs.
- Writes payroll and benefit procedures and revises manuals relative to assigned areas of responsibility including updating the Payroll/Benefits website as needed.
- Verifies the accuracy of various payroll data and prepares payroll analyses as required including conducting internal payroll audits. Processes necessary changes to payroll deductions when needed. Performs difficult and complex payroll/benefits duties as needed and other related duties as assigned.
- Develop and implement new procedures, programs, and other improvements to enhance the efficiency and capabilities of the Payroll/Benefits Departments. Research and analyze accounting and payroll-related problems and recommend/implement solutions. Devises new and revised procedures and forms to ensure compliance and efficiency.
- Establish schedules and priorities; coordinate long-range and seasonal plans as required by payroll cycles, calendar year, fiscal year, and school year.

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- Analyze and resolve special and unique payroll problems related to several factors (e.g., overpayment recovery, underpayment, retro payment, assignment change agreements, work calendars, attendance reporting deadlines, benefit accruals, etc.) for the purpose of determining the causes of errors and developing methods and procedures to minimize future errors.
- Serve as liaison between employees and retirement systems to resolve or communicate complex compensation and benefit issues.
- Maintains the communication and control link between Payroll/Benefits, Position Control, and Human Resources Departments. Provides CalPERS and CalSTRS with necessary data to determine employee retirement benefits and resolve discrepancies.

KNOWLEDGE:

- District procedures, rules, and regulations regarding payroll and benefits.
- Payroll processing and applications of employee statutory benefits.
- CalSTRS and CalPERS retirement reporting.
- Classified, Certificated, and bargaining agreements.
- Principles and practices of administration, supervision, and training.
- District budget calendar and timelines.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience, and courtesy (including telephone and email techniques and etiquette).
- Principles and practices of sound business communication; understand and follow oral and written directions.

ABILITIES AND SKILLS:

- Work confidentially and with discretion; use tact and diplomacy in dealing with sensitive situations.
- Work cooperatively with others.
- Work independently with little direction.
- Meet schedules and timelines.
- Provide work direction to others.
- Prepare clear, concise, and accurate correspondence, reports, and other written materials; communicate effectively both orally and in writing.
- Establish and maintain effective working relations with others.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.