

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: PAYROLL/BENEFITS SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, is responsible for the prompt and accurate processing of all District payrolls and administration of district health and welfare benefit programs. Provides supervision and direction to staff assigned to assist with payroll processing.

RESPONSIBILITIES:

- Perform difficult and complex payroll functions with minimal supervision; calculate, adjust, process and reconcile payroll data; maintain payroll records, forms, files, and documents required for the proper calculation and processing of the District payroll.
- Review, audit and extend data on time sheets; calculate pay, verify and process payroll in accordance with established time lines through the San Diego County Payroll System.
- Communicate with District personnel to resolve payroll issues.
- Research information and explain various policies, procedures, regulations and requirements.
- Reconcile and distribute employee W-2 forms.
- Monitor employee investment benefits to ensure legal compliance (403 & 457 plans).
- Provide assistance to employees regarding compensation, voluntary and involuntary deductions, timesheets, wage assignments and payroll expense distribution.
- Maintain accurate reporting of vacation and sick leave accrual for all district personnel.
- Input, store, retrieve and manipulate information to the automated database systems to reconcile to the County financial system. Develop and generate specialized reports for the Districts administrators and other reports mandated by County, State and Federal agencies; retrieve and compile information for State Teachers Retirement (STRS), Public Employees Retirement (PERS), Unemployment and Workers' Compensation claims.
- Research past payroll records in response to inquiries from County, State and Federal agencies, research and respond to court subpoenas.
- Process wage assignments, garnishments and orders to withhold earnings as directed by the court or taxing agencies. May be responsible for additional job duties upon cross-training and perform related job duties as assigned.
- Act as health benefits coordinator: enroll new employees, assist with inquiries from staff members regarding health plans including compliance with State and Federal Law including, Family Medical Leave Act, California Family Rights Act, Medicare parts A & B and continuation of group health benefits (COBRA).
- Reconcile monthly benefit payments with county remittance statements and vendor monthly statements.
- Prepare reports and records; perform skilled and responsible accounting and fiscally related record management functions. Process a variety of documents.
- Communicate with third party administrator and or health vendors to provide pertinent information to district staff or groups.

KNOWLEDGE AND ABILITIES:

Job Description: Payroll/Benefits Supervisor - Pg 1 of 2
Approved by Board of Trustees – September 29, 2004

KNOWLEDGE OF:

- Payroll calculation and accounting techniques and procedures.
- Pertinent Federal and State labor laws, Education Codes and regulations.
- Collective bargaining issues related to payroll/benefits.
- Tax withholding requirements, voluntary deduction procedures, garnishment regulations and procedures.
- Fringe benefit procedures and the district's health & welfare plans.
- Computer software including Excel and Microsoft Word.
- Effective telephone techniques and etiquette.
- Interpersonal skills including use of patience, tact and confidentiality...
- Knowledge of San Diego County Payroll and Financial System and Leave of Absence web based system.

ABILITY TO:

- Prepare and maintain accurate payroll/benefits records with minor supervision.
- Meet demanding schedules and time lines with frequent interruptions.
- Understand, interpret and apply complex policies and pertinent laws, rules and regulations to payroll/benefits, leaves and voluntary deductions.
- Perform computational tasks with accuracy and speed.
- Operate a variety of office equipment including computers, 10-key calculator, fax machine and copier.
- Work efficiently under pressure with constant interruptions.
- Be well organized and detail oriented.
- Carry out oral and written instructions with a high degree of accuracy.
- Communicate effectively both orally and in writing.
- Establish and maintain positive, effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years experience in financial and statistical record-keeping, with at least two years experience performing payroll/benefits related accounting work. Experience and training with San Diego County Office of Education payroll, position control, leave, and financial systems and procedures desirable.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment.

PHYSICAL DEMANDS:

- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve, store files and supplies.

SALARY:

Placement on the Classified Salary Schedule on Range 40.