



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 12-2022/23  
DOCUMENT NO. 06-2022/2023  
DATED 08/24/22

**SUPERVISOR - PAYROLL**

**DEPARTMENT/SITE:** Business Department

**SALARY SCHEDULE:** Classified Supervisory

**SALARY RANGE:** 10

**WORK YEAR:** 261 Days

**REPORTS TO:** Chief Financial Officer

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Chief Financial Officer, the Supervisor of Payroll plans, organizes, supervises assigned staff and participates in the efficient and timely preparation of the District payroll to provide timely delivery of high-quality services; ensure maintenance and accuracy of comprehensive payroll records; provide clear expectations of assigned staff. Operates as the subject matter expert and escalation point to resolve issues and continuously look for improvements in the operational processes and designs and implements those initiatives. The incumbent will provide leadership and guidance by training, coordinating, reviewing and assisting the evaluation of staff and maintain a high level of customer service for the department.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Ensures all timelines are met to provide accurate and timely delivery of high-quality services to all sites, departments, and all employees within the District.
- Ensures all payroll facilities, equipment work as expected.
- Ensures compliance with a variety of laws, regulations, established procedures and District policies concerning payroll processing and compensation.
- Ensures maintenance and accuracy of District payroll records; monitors maintenance of mailing lists, files and records.
- Ensures team members acquire necessary skills and performance attributes, in line with business development needs.
- Evaluates the District automated payroll system; troubleshoot and resolve data discrepancies, incorrect coding and equipment malfunctions.
- Interprets day-to-day business objectives and preparation/execution of operational practices.
- Maintains a variety of payroll information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates and attends staff and District meetings as required; conduct payroll staff meetings; interprets directives and communicates to payroll staff.
- Plans, organizes, supervises and participates in the efficient and timely preparation of District payroll; establish priorities and direct staff to ensure timely and efficient payroll completion.
- Provides accurate information and timely assistance for the preparation of a variety of payroll related reports; prepares annual payroll reports.
- Process and records specialized payroll transactions and related services; process paperwork on retired

- and terminated employees.
- Provides clear training, direction, supervision, and evaluates all assigned staff.
- Provides technical expertise and respond to questions or complaints from employees regarding interpretation of laws, bargaining agreements, rules, and regulations governing District payrolls.
- Provides excellent customer service and communicates with District personnel to obtain and provide information, resolve discrepancies and correct errors in a timely manner.
- Reconciles payroll account balances for the purpose of maintaining accurate account balances and complying with established payroll practices.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Effective research-based strategies, theories, techniques, and methods of instruction, public Current policies and procedures involved in preparation, verification, maintenance and processing of District payrolls
- Principles of accounting, bookkeeping and financial record-keeping District and County payroll procedures
- Applicable sections of State Education Code and other applicable laws Financial and statistical record-keeping techniques
- Principles and practices of supervision, training and providing work direction Technical aspects of field of specialty
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- District organization, operations, policies, contract bargaining agreements, objectives and goals

### **Skills and Abilities to:**

- Plan, organize and direct the work activities and special projects of an assigned Payroll area(s) Interpret, apply, and explain laws, procedures and regulations pertaining to payroll procedures and policies
- Maintain accurate and interrelated financial, payroll and related records Add, subtract, multiply and divide quickly and accurately
- Work confidentially and independently with little direction and many interruptions
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Analyze situations accurately and adopt an effective course of action Plan and organize work to meet schedules and timelines
- Train, supervise, evaluate, provide clear expectations and regularly support professional growth
- Communicate, understand and follow both oral and written directions effectively Operate computer and other office equipment
- Learn new or updated computer systems/programs or skills to apply to current work
- Communicate, understand, and follow both oral and written directions effectively
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Assist in sustaining and monitoring the financial viability of the district actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations

## **RESPONSIBILITY:**

Includes working under general direction using advanced techniques and routines; managing projects and programs, supervising, leading, guiding, and/or coordinating assigned staff. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have impact on the organization's

services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

An Associate Arts Degree from an accredited college or university with a major in business administration, accounting, bookkeeping or a closely related field.

**OR**

High School Diploma or equivalent **and** completion of the Payroll Essentials Professional Training or other Payroll Professional Training through the California Association of School Business Officials (CASBO).

**EXPERIENCE REQUIRED:**

Five (5) years of increasingly responsible experience with complex payroll /accounting and including supervision and training of others is required. School district experience is preferred.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive a vehicle among District sites and to attend conferences, seminars, workshops, and other trainings away from the District.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods
- Occasional contact with dissatisfied individuals
- Lift and move equipment and other objects weighing up to 35 pounds
- Dexterity of hands and fingers to operate a computer keyboard or other office equipment and to maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects
- Kneeling, bending at the waist, sitting, squatting
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Operation of a personal vehicle, and occasional operation of a District vehicle, to travel within and outside the District for meetings, training sessions, and assisting staff at school sites