

**Job Summary:**

Under the direction of the External Business Director, organizes and supervises the operations and activities of assigned staff for the purpose of providing overall direction and guidance to the staff processing payroll. Oversees and audits the preparation, processing, and maintenance of regular and mid-month payrolls for TCOE and county school districts to ensure employees are paid in an accurate and timely manner. Ensures proper completion of tax, retirement plan and other reporting according to established timelines. The Payroll Coordinator provides direction, guidance, coordination, and training to district personnel and TCOE staff on payroll procedures and performs a variety of payroll related tasks to support external and internal stakeholders.

**Essential Functions:**

- Works in conjunction with External Business Director and Accounting Officer to act as a technical resource to Tulare County school administrators and employees concerning payroll accounting activities, salaries, deductions, retirement plans and other contribution accounts.
- Participates in the development and implementation of departmental policies and procedures.
- Ensures payroll activities comply with established laws, codes policies, procedures, and regulations.
- Ensures proper completion of tax requirements, retirement plans, involuntary deduction laws, and other mandated reporting according to established timelines. Reviews reports for accuracy and ensures reports, requests, deposits, and payments are submitted to appropriate agencies according to established deadlines.
- Acts as a resource and contact person for payroll issues including but not limited to California Public Employees' Retirement System (CalPERS), California State Teachers' Retirement System (CalSTRS), Internal Revenue Service, Franchise Tax Board, Employment Development Department, and Social Security Administration.
- Oversees and serves as back-up to the county office CalPERS and CalSTRS retirement reporting functions performed by the payroll and retirement specialists. Acts as back-up, supports, and provides guidance to business tech staff performing district and TCOE payroll functions.
- Attends and participates in professional group meetings to maintain current knowledge of regulations, requirements, and best practices.
- Oversees the development and planning of staff development and training. Organizes and conducts trainings for school district staff on payroll processing, systems, and procedures. Provides technical information to school district personnel regarding updates and requirement to mandates and regulations.
- Communicates effectively with school district staff, internal departments, and outside agencies to provide information and assist in the resolution of questions and issues related to payroll and retirement.
- Maintains various fiscal information, file, and records for the purpose of providing an up-to-date reference and audit trail for compliance.
- May perform other payroll related duties including but not limited to W-2 and 1099 reporting and processing, Affordable Care Act compliance and reporting, and district accounts payable auditing of payroll and commercial warrants.

**Skills, Knowledge and/or Abilities Required:**

- **Skills to:**
  - operate a computer and financial application software.
  - maintain records.
  - apply basic accounting practices.
- **Knowledge of:**
  - Laws, rules, and regulations governing school district payroll processing and reporting.
  - California Education Code, local, state, and federal laws, codes and regulations and requirements of county office organization, operations, policies, and objectives as related to assigned activities.
  - CalSTRS, CalPERS, and alternative retirement plans.
  - preparation, maintenance, verification and processing of payroll and retirement records and reports.
  - governmental accounting procedures.

➤ **Ability to:**

- plan, organize, and assign payroll and retirement workload.
- provide direction and guidance to assigned districts and staff.
- communicate effectively, orally and in writing.
- interpret, apply, and explain rules, regulations, policy, and procedures.
- establish and maintain cooperative working relationships with those contacted in the course of work.
- ensure proper and timely resolution of issues, concerns and conflicts with staff, internal departments, and school district personnel.
- supervise, train, guide and evaluate the performance of assigned personnel.
- prepare and maintain a variety of automated and manual records, files, and reports.
- meet schedules and timelines,
- train and advise TCOE and school district personnel in various payroll and retirement processes and procedures.
- review and evaluate changes in payroll/retirement reporting requirements, assist Information Systems staff with modifying systems and applications to assure adaptability with new payroll system specifications, federal and state regulations and mandates;
- maintain files in accordance with payroll and retirement record retention requirements.

Responsibilities include working under direct supervision using standardized procedures; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Experience Required:**

- Job-related experience within specialized field with increasing levels of responsibility is required.
- Five years of experience in county/school district payroll accounting and administration.
- Two years of supervisory experience.

**Education Required:**

- Bachelor's degree in business, Accounting, or Finance.

**Certificates, Clearances, Licenses, Testing and/or Bonding Required:**

- Department of Justice and FBI Fingerprint Response.
- Valid California Driver's License and proof of automobile insurance.

**FLSA Status:** Exempt

**September 2022**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.