

TITLE: PAYROLL SUPERVISOR

QUALIFICATIONS:

1. Knowledge of elementary bookkeeping and business mathematics
2. Accuracy in use of common office equipment including calculator, typewriter and computer programs related to payroll
3. Knowledge of payroll procedures, including related state and federal laws; experience in payroll, preferably school district payrolls
4. Ability to supervise work of others
5. Ability to follow oral and written directions
6. Ability to make accurate mathematical computations

REPORTS TO: Director - Business Services

SUPERVISES: Staff as assigned

JOB GOAL: Under direction of Director is responsible for payroll office and helps to assure that Department of Business Services will operate in most effective manner

PERFORMANCE RESPONSIBILITIES:

1. Supervises all payroll preparation
2. Reconciles federal and state tax deposits
3. Prepares unemployment reports
4. Reconciles W-2 reporting
5. Cooperates with Kern County Superintendent of Schools office in all areas affecting payroll
6. Maintains own files
7. Updates payroll file on computer terminal
8. Recommends accounting changes to Director
9. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; supervisory salary schedule, class 23

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable