

STOCKTON UNIFIED SCHOOL DISTRICT

SENIOR PAYROLL ANALYST

Definition

Assist in the supervision of clerical work in preparing District payroll and related records; assist in the supervision, training and evaluation of staff; maintains financial controls required to assist in the formulation and revision of payroll-related record keeping procedures; and performs related duties as assigned.

Supervision Received and Exercised

Receives supervision from the Director of Fiscal Services, the Director of Budget and Accounting, and the Payroll Manager. Exercises supervision over payroll staff at the direction of the Payroll Manager.

Examples of Duties - Duties may include, but are not limited to, the following:

Provide technical supervision to staff to ensure correct application of regulations, laws, guidelines and collective bargaining contracts.

Monitor and adjust workload assignments as necessary to meet deadlines.

Supervise and monitors coordinated workflow of payroll action to assure accuracy and timely submission to data processing.

May supervise and monitor all phases of preparation and processing of classified and certificated payrolls. Analyzes payroll data to ensure accuracy.

Assist in verifying and approving all salary correction, cash repays or revolving fund requests.

Assist the Payroll Manager in supervising the preparation of board documents, the preparation of tax and unemployment reports, and the annual supervision and participation in preparation and mailing of statements of earnings.

Supervise the receipt, audit, control and processing of all personnel transaction documents relating to initial hire, reassignment, terminations, increments, work year changes, or other actions.

Provide information to administrators and staff on payroll procedures, policies, regulations, and salary schedules.

Work with data processing to develop or modify programs to meet needs. Supervise the preparation of a variety of forms and reports.

Assist in the training and evaluation of the payroll staff.

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Qualifications

Knowledge of:

- Accounting principles, procedures and terminology
- General office practices and procedures

- English usage, grammar, punctuation and composition
- Automated personnel/payroll computer system
- STRS/PERS rules and regulations
- Federal and state income tax laws and regulations

Ability to:

- Learn, interpret and apply personnel and payroll policies, laws, regulations, state education code and collective bargaining contracts
- Follow complex verbal and written instructions with a minimum of direction
- Explain procedures clearly and accurately and communicate verbally in situations requiring tact, diplomacy and discretion
- Learn data processing procedures and their application to personnel and payroll functions
- Supervise and coordinate implementation of the automated personnel/payroll systems
- Analyze problems and develop effective solutions
- Plan and direct the work of subordinate employees, establishing priorities to meet deadlines
- Establish and maintain effective working relationships with administrators, staff and other agencies

Experience and Education:

Any combination of education, training and experience equivalent to graduation from high school, including or supplemented by courses in accounting and five (5) years of progressively responsible payroll/accounting experience in a large entity.

License or Certificate

- Possession of a valid California driver's license

Salary Placement:

Confidential Unit

12-month work year

Revised: 05/03/04

Revised with Risk Management (environment and physical demands) and updated language – 03/26/10