



## KONOCTI UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Payroll Supervisor

**WORK LOCATION:** District Office

**JOB SUMMARY:** Under the general direction of the Chief Business Official, with some latitude for independent judgment and decision-making, the Payroll Supervisor oversees, correlates and processes the payroll accounting functions of the district and administers employee benefits. Also, the Payroll Supervisor works closely with other fiscal services staff and with human resources staff, as appropriate, to impact effective fiscal operations that meet certificated and classified employee's needs as well as overall district needs.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE OF:**

- Intermediate to advanced principles and practices of accounting and financial record-keeping
- Bookkeeping methods and terminology
- Modern office practices, procedures, and equipment
- Intermediate level work processing and spreadsheet programs, district/county software programs, and general computer operations
- Policies, procedures, and laws affecting payroll operations
- Understand and interpret employee bargaining agreements, especially regarding payroll and other fiscal related procedures

#### **ABILITY TO:**

- Perform responsible accounting clerical work in the preparation, processing, and auditing of payroll and benefits
- Make mathematical calculations with speed and accuracy
- Prepare accurate financial summaries and reports
- Operate office machines such as computers, printers, calculators, copy machines
- Understand and carry out oral and written instructions
- Proficiently organize information to make it readily accessible
- Communicate clearly both orally and in writing
- Communicate in Spanish, desirable
- Work independently

### **EDUCATION AND EXPERIENCE**

- High school education or equivalent
- Prior payroll experience desired
- Associate of Arts Degree or college level course work related to bookkeeping or accounting is desired

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Function as payroll database manager, updating and maintaining various payroll software modules, employee assignments, salary schedules and work calendars.

2. Calculate each employee's salary and makes the appropriate adjustments (i.e., payroll docks, payroll deductions, retirement adjustments, and vacation payouts, retroactive payment adjustments, union dues, 403b adjustments, etc.).
3. Verify the accuracy of the data in the payroll registers ensuring proper coding, calculation, and absences.
4. Supervise the processing, preparation, and distribution of payroll.
5. Serve as the main liaison between the district and district employees regarding all payroll questions.
6. Supervise Payroll personnel.
7. Oversee time and effort accounting.
8. Maintain payroll records, timesheets, voluntary deductions, workers compensation calculations, payroll adjustments, automatic deposit forms.
9. Compile adding and ending adjustments and automatic deposit forms, as well as adding and ending assignments in District database.
10. Prepare salary and benefits reports for state and local use.
11. Reconciliation of Fund 76.
12. Make necessary employee retirement adjustments for STRS and PERS.
13. Assist with monitoring employee absences.
14. Assume other related duties as assigned.

#### **WORKING HOURS AND PERIOD:**

- The working days is 8 hours per day
- The working period is 5 days per week, 12 months per year
- Holiday, vacations, sick leave, lunch periods and breaks are as provided by law and compensation agreement for classified confidential personnel

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1	Seldom	=	Less than 25%	3	Often	=	51-75%
2	Occasional	=	25%-50%	4	Very Frequent	=	76% and above

4	a. Ability to work at a desk, conference table or in meetings of various configurations.
4	b. Ability to stand and circulate for extended periods of time.
4	c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter.
4	d. Ability to hear and understand speech at normal levels.
4	e. Ability to communicate so others will be able to clearly understand normal conversation.
4	f. Ability to bend and twist, kneel, and stoop, run and crawl.
4	g. Ability to reach in all directions.
2	h. Ability to lift 25 pounds.
1	i. Ability to carry 50 pounds.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**CLASSIFICATION:** Classified Confidential

**SALARY:** Column D of the Classified Confidential salary schedule.

**Board Approved:** 11/10/2021

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Konocti Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, gender information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Title IX Compliance Officer  
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