

TITLE: Assistant Director, Payroll

QUALIFICATIONS:

1. Master's Degree with a major in Accounting and/or Business Administration.
2. Minimum five years supervisory experience in the accounting field in a business and/or school environment.
3. Demonstrated oral and written communication skills.
4. Experience with industry-standard computer applications.
5. Demonstrated evidence of strong conceptual, analytical, organizational and managerial skills as well as leadership ability.
6. Demonstrated skills in continuous improvement processes such as Quality, Beset Practices and Interest-Based Problem Solving.
7. Demonstrated ability to work with diverse groups.
8. Demonstrated ability to recruit, select, manage and evaluate personnel.
9. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: Director, Payroll and/or Designated Administrator

JOB GOAL: To provides support and services in the development and management of the payroll system that support the goals of the District.

ESSENTIAL FUNCTIONS:

1. Develops and plans budget and accounting activities for the payroll operation.
2. Coordinates and supervises staff to ensure payroll policies and practices are customer-focused and consistent in the absence of the Director.
3. Monitors and supervises the training of new payroll staff.
4. Organizes and trains support and administrative staff in payroll policies, practices and procedures.
5. Participates in the preparation of payroll processing functions.
6. Completes administrative assignments as requested by the Director to support the overall administration of the department.
7. Assumes responsibility and authority for the payroll department during any absence of the Director.
8. Participates on a variety of committees and teams as required to represent the payroll department.
9. Ensures adherence to good safety practices and procedures.

OTHER RESPONSIBILITIES:

1. Ensures all payroll transactions are handled in an efficient and accurate manner in accordance with the regulations and policies of the Board.

2. Supervises the preparation of payroll updates and retroactive waged calculations.
3. Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.

PHYSICAL REQUIREMENT:

This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.

TERMS OF EMPLOYMENT:

Twelve-month year. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be assess annually in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted: