

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SUPERVISOR - PAYROLL, TAX AND RETIREMENT SYSTEMS

BASIC FUNCTION:

Under the direction of a District Business Advisor, supervises, organizes, and coordinates a variety of employee deductions, employer taxes, and other payroll withholdings for the Santa Clara County Office of Education (SCCOE) and district payroll process; reconciles withholdings, employee elected deductions and court-ordered deductions for the payroll process; prepares remittances and files timely reports; ensures compliance with established laws, codes, regulations and statutory requirements; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Supervises, organizes, and coordinates a variety of employee deductions, employer taxes, and other payroll withholdings for the SCCOE and district payroll process; reconciles withholdings and other employee elected deductions such as State Teachers' Retirement System (STRS), Public Employees Retirement System (PERS), Social Security, Medicare and court-ordered deductions for the payroll process.

Serves as the tax reporting agent for districts and SCCOE; serves as a liaison with the Internal Revenue Services (IRS), the California Employment Development Department (EDD) and other regulators to resolve any tax remittance and reporting discrepancies on behalf of the SCCOE or school district.

Prepares remittances and files reports while ensuring timeliness and accuracy.

Coordinates, trains and assists independent, accountable, and charter school districts who have contracted with SCCOE for services in the preparation of their retirement reports and/or conferring with their data processing staff to coordinate system modifications to interface across multiple payroll retirement reporting systems.

Manages the preparation and maintenance of a variety of complex financial and statistical records and reports (e.g. payroll, retirement, tax, cash, etc.) for the purpose of documenting transactions, meeting compliance requirements and /or providing supporting materials for requested actions.

Oversees the calculation of various pay types to determine taxable payroll and other withholdings; ensures compliance with legal requirements.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; organizes work assignments and schedules of department staff for the purpose of determining priorities and assuring services are provided in a timely and efficient manner.

Maintains current knowledge of laws, rules, regulations and policies related to tax, retirement and payroll systems; monitors relevant legislation; interprets and analyzes policies and regulations; participates in the analysis of legislation and disseminates information on the impact of legislation.

Serves as a resource and provides technical expertise to SCCOE and district personnel and administrators; develops, coordinates and delivers technical and legal workshops and trainings for staff and district personnel.

Collaborates with others to identify and resolve retirement and tax related issues; works with technical experts to identify and recommend integrated technology systems and solutions.

Attends and conducts a variety of meetings as required.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, State, and local laws, regulations, and codes applicable to school and county office payrolls.

Applicable school board policies, administration regulations, and other statutory requirements such as labor code and pension law.

School district budgeting, accounting, reporting, auditing, and business procedures and operations.

Government Accounting Standards and Generally Accepted Accounting and Auditing Principles.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Provide advice, support and oversight to districts in areas related to budgeting, internal control procedures, payroll, accounting, legal, fiscal, and other business matters.

Communicate effectively both orally and in writing.

Represent the department and SCCOE in meetings.

Analyze, interpret, apply and explain rules, laws, regulations, policies and procedures.

Maintain current knowledge of related legislation, code, or law.

Establish and maintain cooperative and effective working relationships with others.

Operate computer and assigned office equipment.

Operate the financial software system and train others in the proper operations of the system.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Assist in budget preparation and control.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from an accredited college or university with major coursework in accounting, business administration or a related field and three years accounting experience in an educational organization, including work with governmental budgetary and fiscal systems, models and procedures.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: December 12, 2018



Jonathan Muñoz
Director – HR/Classified Personnel Services

Date: 12/12/2018