

COUNTY OF SOLANO

PAYROLL OFFICER

DEFINITION

Plans, organizes and supervises County payroll operations; implements and coordinates internal and County-wide payroll activities to provide timely and accurate payment of salaries and benefits to employees of the County and special districts; maintains, improves, and modifies the payroll system; serves as a member of the department's management/supervisory team.

CLASS CHARACTERISTICS

This is a single position class characterized by the responsibility for supervising and coordinating payroll activities to provide for timely and proper payment of salaries and benefits for employees of the County and other public agencies that are handled by the County. This class is distinguished from the Chief Deputy Auditor-Controller in that the latter works under administrative direction managing a large organizational unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Deputy Auditor-Controller.

Exercises supervision over assigned technical and clerical staff.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Plans, organizes, and supervises internal and County-wide payroll operations; establishes and maintains goals and objectives; recommends, reviews and maintains the division budget; supervises payroll staff.

Maintains payroll system to ensure accurate production of payroll checks, advices, and reports; ensures that payroll information is updated; provides input to computer systems staff for implementation of changes to earnings, deductions, and benefit programs.

Identifies and implements new payroll system functionalities; reviews and identifies effects of changes on processes; assists in developing project plan and timeline; acts as an information source for Information Technology staff and key users to implement changes; verifies system functionality by testing; implements proposed processes; coordinates training of end users.

Coordinates and implements system upgrades and updates; reviews and identifies effects of changes on internal and County-wide payroll processes; provides input for development of payroll interfaces and reports; troubleshoots payroll system problems; implements changes.

Interfaces with representatives of other departments to establish, modify and/or correct errors in manual and automated payroll/personnel systems and/or the interpretation of documents governing payroll issues.

Reconciles and prepares quarterly and annual payroll tax reports; oversees the preparation of W2 forms; approves requests for off-cycle checks from departments and special districts; reviews journal vouchers to record payroll postings; reviews the timeliness and accuracy of payments for taxes, deductions and benefits; reviews the reconciliation of all payroll trust fund accounts.

Prepares quarterly reports for federal and state tax withholdings; supervises the preparation of W-2 forms and FICA annual reporting; reviews and reconciles all trust fund accounts.

Coordinates all non-routine payroll activities; approves all requests for off-cycle checks from departments and special districts; prepares journal vouchers to records payroll postings; reviews and corrects balances in the items pending account.

May be assigned additional supervisory and/or routine administrative responsibilities; attends and participates in various managerial and staff meetings; receives and responds to payroll related problems and issues from management and other departments; attends workshops and seminars.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Laws, policies, regulations and procedures governing the local government payroll processes.

Payroll tax and deduction regulations and practices.

Generally accepted accounting standards and principles associated with payroll services.

Automated payroll systems.

Personnel tracking and position control systems.

Supervisory practices and techniques.

Skills to:

Utilize basic office equipment.

Ability to:

Supervise the work of others engaged in providing payroll services; effectively delegate responsibility and authority to others; determine and evaluate levels of achievement and performance; secure cooperation and teamwork among professional and/or support staff.

Interact with other management level employees to identify and solve County-wide payroll related problems and to improve payroll services.

Understand, interpret and explain laws, regulations, and policies governing payroll program operations.

Communicate effectively both verbally and in writing; demonstrate tact and diplomacy.

Use tax tables.

Use an electronic accounting system.

Read, understand, and interpret computer printouts containing payroll data.

Project consequences of decisions.

Understand and communicate goals and objectives of the section and the department.

Establish and maintain cooperative working relationships.

Collect and analyze data to establish/identify needs and evaluate program effectiveness; understand program objectives in relation to departmental goals and procedures; prepare narrative and statistical reports.

Comply with laws, regulations, and professional practices governing payroll program services and operations.

Understand and analyze expenditure reports.

Maintain accurate records and document actions taken.

Organize and prioritize work assignments.

Research regulations, procedures and/or technical reference materials.

Interpret administrative direction and incorporation into operational policy and procedure.

Maintain confidentiality of information.

Experience and Education/Training

Experience:

Three (3) years of experience in payroll accounting, which includes some lead or supervisory experience.

Education/Training:

Associates degree is required in accounting or closely related field.

SPECIAL REQUIREMENTS

No special requirements.

SUPPLEMENTAL INFORMATION

Incumbents may be required to work outside normal business hours.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Work may include near vision for extended periods of time. Some tasks require oral communications ability.

Environmental Factors: Tasks are performed in an office environment with no risk of exposure to adverse environmental conditions.

Director of Human Resources

Revised Date: June, 2002

BOS Date: June 30, 2003