**Payroll Manager Job description**

**Job brief**

Due to the continued success and expansion of an exciting opportunity has arisen for a Payroll Manager. Working as part of the Finance team, the individual will be responsible for the monthly preparation of the payroll covering eight academies within the Trust. Reporting to the Finance Director the role requires a high degree of accuracy ensuring quality financial information is provided and accurate accounting records are maintained in accordance with Trust procedures and statutory obligations.

**Responsibilities**

Supervise the preparation, analysis, maintenance, and processing of the District’s payroll function.

2. Assist in establishing and implementing District accounting and financial policies pertaining to the payroll function.

3. Establish working procedures and processes for the payroll unit.

4. Interpret District accounting and financial policies as they apply to the payroll function.

5. Maintain in-depth technical and professional knowledge of the payroll function. Develops and recommends modification to accounting and financial processes.

6. Perform full supervisory activities including performance appraisal, discipline, and making hiring and selection recommendations.

7. Provide technical support, training, and general backup for payroll operations; plan, prioritize, assign, and supervise the work of payroll office staff.

8. Coordinate activities with other departments; communicate with a variety of offices and agencies, including the Office of the County Superintendent of Schools, county offices of the Treasurer and Auditor/Controller, State Teachers' Retirement System, Public Employees' Retirement System, Internal Revenue, and Franchise Tax Board.

9. Establish schedule for transmitting direct deposit payments for wages to the bank; coordinate the distribution of payroll warrants; sort warrants by location or bank code for direct deposits; reconcile direct deposit account; and analyze account deposits and debits.

10. Prepare, submit and monitor the required retirement reports; compute payment schedule and coding.

**Requirements**

* Knowledge of or ability to learn, and follow college policies and procedures
* Knowledge of current technologies and word processing, database, presentation, and spreadsheet software,
* specifically Microsoft Office applications
* Knowledge of integrated administrative systems, preferably Banner
* Knowledge of computerized payroll systems
* Knowledge of payroll principles, practices and methods
* Knowledge of accounting practices and procedures
* Knowledge of accounting mathematics
* Knowledge of employment laws, regulations, and practices, specifically as they related to payroll
* Skill in evaluating and analyzing technical payroll activities
* Skill preparing detailed reports
* Skill in compiling and analyzing data and preparing reports
* Skill interpreting and applying complex regulations, federal and state laws, and college policies
* Ability to manage sensitive issues while maintaining confidentiality
* Ability to work under pressure with frequent interruptions
* Ability to work independently, prioritize, follow multiple projects and tasks through to completion, with close attention to detail while contributing to team environment
* Ability to work accurately, efficiently, and effectively with a variety of data
* Ability to relate to a diverse population in a professional and helpful manner, and to maintain composure when faced with difficult situations
* Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
* Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
* Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes