

**CHICO UNIFIED SCHOOL DISTRICT
DIRECTOR OF PAYROLL/BENEFITS**

DEFINITION

Under general direction, to plan, organize, coordinate and supervise the District's fiscal services including accounting and fiscal record management, purchasing and warehouse functions; assure the preparation and maintenance of accurate financial records and reports; train, supervise and evaluate the performance of assigned personnel. Provide leadership and direction for processing payroll and the related tax reporting.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

- Plan, organize and coordinate the District's accounting functions including payroll, accounts payable, pay rate and benefits changes, general ledger and purchasing activities.
- Plan, organize and direct payroll activities for classified and certificated personnel, including coordination of payments of statutory benefits, i.e., retirement, Medicare and Social Security.
- Carry out and/or supervise the processing of employee payroll; carry out and/or oversee the payment of insurance premiums and other employee benefit-related bills.
- Assure compliance with District, county, state, and federal laws, rules and regulations of established laws, policies, sound management practices and the California School Accounting Manual; establish and develop appropriate internal controls.
- Review, evaluate, and recommend improvements to current payroll practices and procedures.
- Assure the maintenance of comprehensive records related to assigned functions.
- Assist in providing information to District administration for collective bargaining and implementation of any negotiated payroll change.
- Serve as a member of the Superintendent's Cabinet.
- Assure the timely preparation and distribution of financial reports, claims and statements; balance and reconcile financial statements.
- Provide ongoing budget/accounting assistance to all personnel.
- Assist the Business Manager in the preparation and maintenance of the District budget; prepare income and expense projections.
- Responsible for budgeting, monitoring, and reporting of most of the District's grants and entitlement programs.
- Provide direction and training to staff regarding county, federal, state and District policies and procedures related to payroll.
- Supervise staff assigned to the Payroll Department; coordinate or provide staff training; perform employee observations and evaluations; work with employees to correct deficiencies; and implement discipline procedures as necessary.
- Assist in the development, evaluation, and modification of District policies and procedures.
- Act as District representative for Medical Joint Powers Authority Board.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, methods, practices and procedures of school district accounting, budget planning and expenditure control, fixed assets, inventory control, fiscal record management, and data processing systems.
- Computer-assisted accounting and fiscal records management, inventory control systems and equipment.
- Principles, practices and techniques of organization, supervision, employee motivation and training.

Skill to:

- Prepare, audit and approve prelists, reports, purchase orders and other financial documents as appropriate.
- Utilize computer equipment and software needed in the operation of the payroll department.
- Operate modern office equipment.
- Type or operate a keyboard at a level proficient for successful job performance.
- Safely operate a motor vehicle.

Ability to:

- Perform responsible and technical accounting, budget and fiscal planning, purchasing functions and activities.
- Organize, supervise, train and evaluate the work of department personnel.
- Prepare fiscal, financial and narrative reports in a clear and concise manner.
- Review, audit and verify financial statements and related summaries and reports.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain cooperative working relationships.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Three (3) years of increasingly responsible accounting and financial record management and reporting, and purchasing experience, including one year in an educational organization management or supervisory capacity.

Education:

- Bachelor's degree in business administration, accounting or finance.
- Master's degree or CPA license required.

SPECIAL REQUIREMENTS

- Must pass competency exam of the classification as designated by the Classified Human Resources department.

License Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple work sites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to lift, carry, push, pull, or otherwise move objects up to 25 lbs.
- Ability to sit, stand, and walk for extended periods of time.