

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	Payroll & Benefits Manager
SALARY	Administrative Salary Schedule
PLACEMENT:	Rocklin Administrators Professional Association (RAPA)

SUMMARY:

Under the general direction of the Director of Fiscal Services, the Payroll & Benefits Manager is responsible for performing a variety of complex and technical duties. Responsible for the coordination and supervision of the payroll and benefits staff and related processes, including recording and monitoring data related to employees, position control, and other related reports. Accomplishes supervisory responsibilities in accordance with the District's policies and applicable laws. Requires independent judgment, analytical, and problem-solving skills to be fully exercised in relation to specific areas of responsibility, including negotiation support.

SUPERVISOR:

This position reports directly to the Director of Fiscal Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Manage, monitor, and assist payroll office staff in the timely entry and processing of all District payroll time sheets, additional payments, general deductions, tax withholdings, and direct deposits.
2. Assure employee withholdings (savings plan, garnishments, union dues, etc.) are remitted accurately and timely.
3. Calculate and reconcile payroll including but not limited to; payroll tax deposits, benefit reconciliation, retirement reporting, etc.
4. Establish annual, quarterly, and monthly schedules of payroll deadlines and ensure all payroll payment and reporting deadlines are met.
5. Interpret and explain District policies, bargaining unit contracts, and Federal, State, and local regulations to staff, administrators, and employees.
6. Develop and monitor internal controls related to payroll and benefit processing and issuance.
7. Supervise and evaluate assigned staff, including monitoring, review, and performance evaluations of their work.
8. Research and assemble records, data, and confidential materials; disburse materials to authorized individuals and agencies.
9. Research and analyze accounting, payroll-related, and benefit problems and recommend/implement solutions.
10. Prepare, process, and maintain complete records of position control.
11. Perform audits to ensure that the District complies with California Department of Education regulations and District contracts and MOUs for each bargaining unit.
12. Update, maintain, and oversee payroll set-up including salary schedules, calendars.
13. Create and prepare spreadsheets to assist with complex financial analysis, including cost analysis of proposals for contract negotiations, staffing projections, budget ratios, payroll costs, benefit plans, and other District initiatives with fiscal impacts.
14. Point of contact with the Human Resources Department in matters that require Payroll expertise, such as wage and hour changes, leave matters, grievances or any similar issue requiring Payroll involvement.
15. Interpret and explain payroll policies to employees, stay informed regarding changing laws, rules, and regulations pertaining to wages, benefits, and employee rights to ensure compliance.
16. Organize, prepare, and maintain comprehensive payroll data and payment records in accordance with District, County and State guidelines.

17. Coordinate the development of payroll and benefit policies and procedures, collaborating with Human Resources and other departments as needed.
18. Administer the District Employee Health and Welfare Benefit Programs, including medical, dental, and vision care insurance, life insurance, long-term disability (LTD) insurance, and Medicare benefits.
19. Responsible for open enrollment process of health and welfare benefits for all employees and retirees, including enrolling and maintaining employee health, welfare, and retirement benefit file throughout the year.
20. Prepare, reconcile, and process State and Federal reports as required.
21. Other duties as assigned.

KNOWLEDGE OF:

- Knowledge of methods, practices and procedures pertaining to financial record management systems, legal mandates, district policies and regulations pertaining to accounting record management
- Relevant State and Federal laws, regulations, and procedures
- Complex and technical accounting functions
- Familiarity with Generally Accepted Accounting Principles (GAAP) and auditing procedures and practice Principles of supervision
- Computer applications, particularly spreadsheet and database

ABILITY TO:

- Effectively utilize standard computer applications and business office equipment
- Display knowledge and understanding of accounting and auditing standards
- Plan and establish priorities and simultaneously perform a variety of accounting and budgeting activities
- Understand and carry out required work assignments without immediate supervision
- Understand and carry out oral and written directions
- Perform double-entry bookkeeping and accounting
- Perform complex calculations with speed and accuracy
- Establish and maintain cooperative working relationships and communicate effectively with those contacted in the performance of required duties
- Work efficiently and independently under stringent time deadlines
- Prepare and present clear and concise reports and analyze data
- Learn the Standardized Account Code Structure (SACS) of the District

EDUCATION:

Combination of education and training equivalent to four years of college with a focus in accounting, record keeping, and computer application principles and practices.

EXPERIENCE:

Five years of increasingly responsible technical accounting experience, preferably in payroll processing.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical

effort.

3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: May 15, 2024

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education and Educational Services or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.