

# MONTEREY COUNTY OFFICE OF EDUCATION

## DIRECTOR OF PAYROLL & PURCHASING FINANCE AND BUSINESS SERVICES

**CLASSIFICATION:** Classified Management  
**SALARY LEVEL:** 80  
**WORK YEAR:** 225

### **DEFINITION:**

Under the direction of the Senior Executive Director of Finance, the Director of Payroll and Purchasing is responsible for providing oversight, advisory and payroll services for school districts and other clients within the county, specifically in the area of state and federal payroll tax compliance, retirement reporting and a variety of services on issues relating to payroll; managing purchasing, contract services and legal requirements pertaining to bids, proposals and contract for the County Office of Education; developing the Payroll, Retirement and Purchasing Department as an effective section of the Finance and Business Services Division, including, but not limited to, the development of policy and procedures, goals and priorities, desk manuals, supervision, training and evaluation of staff.

### **SUPERVISOR:**

Senior Executive Director of Finance

### **POSITION(S) SUPERVISED:**

Classified management and classified staff assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Effectively manage payroll oversight for the school districts
- Manage payroll and retirement processing for Monterey County Office of Education (MCOE)
- Process all garnishments for all LEAs including MCOE
- Provide payroll and retirement reporting advice to school districts
- Maintain payroll system – updating system set-ups, statutory benefits, and deductions
- Support and train MCOE and district staff on the payroll system
- Work closely with Executive Director and Business Services personnel to monitor and assess essential topics that affect districts in the matters of payroll and retirement
- Oversee all payroll related Federal and State laws, rules and regulations affecting County Office of Education and school districts
- Serve as an intermediate agent and district advocate with Federal, State and other local agencies

- Develops strategies to resolve complex administrative, payroll, and retirement, issues
- Ability to supervise the posting, balancing and reconciliation of payroll, and retirement, and records and accounts
- Provides guidance concerning the interpretation of payroll, and retirement decisions to administrators and to technical and clerical personnel
- Conducts research, analyzes data and makes recommendations of the formulation of new or varied payroll, and retirement policies and procedures
- Develops and conducts workshops and provides in-service training for school districts or County Office personnel
- Supervises and participates in the preparation, review and updating of all LEA certificated and classified payroll, salary schedule, and related reports
- Supervises and participates in the review and verification of classified and certificated retirement records
- Balances Federal and State payroll tax reports
- Conducts correspondence with a variety of private firms, credit unions, banks, school district staffs and employees regarding payroll problems
- Balances all Payroll Clearing Fund accounts
- Lead administrator on matters pertaining to bids and contracts for MCOE
- Assists in the development, implementation, and enforcement of purchasing policies and procedures of the County Office of Education
- Ability to manage purchasing services and contract review, Request for Proposals/Quotations, bid and proposal submission, contract awards compliance and requirements
- Works with Program managers and the Associate Superintendent to confer and negotiate with vendors and contractors concerning price, specifications, product information, and services for the purchase of materials, supplies, and equipment; verifies the proper authorization, complete descriptions, complete specifications, and proper account allocation
- Monitors and documents vendor performance and establishes vendor files
- Prepares, secures and evaluates bids for capital equipment and supplies
- Provide technical assistance in preparing Requests for Proposals, purchasing contracts, and bid proposals
- Supervise, train and evaluate the work and performance of staff
- Review, interpret, and implement changes and/or modifications in programs, procedures and operations
- Advise management staff on selected aspects of Payroll and Retirement
- Develop and implement Payroll and Retirement policies and procedures for cost effective business services practices
- Advise school districts in the preparation and review of payroll and retirement reporting, including interpreting regulations and implementing changes in reporting
- Follow up with school districts in response to Federal, State and retirement agencies audit findings
- Conduct training for school districts and MCOE personnel in payroll and retirement reporting issues
- Review and file payroll tax reports with the Internal Revenue Service and State of California Employment Development Department
- Advise school districts and/or internal management staff on payroll and retirement policies and procedures
- Effectively communicate, interpret and disseminate information regarding State and Federal laws and regulations affecting the payroll for the school districts and County Office of Education
- Participate in the development and implementation of new or improved data processing systems and data processing procedures

- Oversight of MCOE bids and contracts for acquisition of services and goods
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

**OTHER DUTIES:**

Performs other job-related duties as required

**PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Bachelor’s degree in Accounting or a related field from an accredited college or university
- Two (2) years supervisory experience
- Five (5) years of job-related experience managing payroll operations in a California school district or County Office of Education

**Knowledge of:**

- California school district and/or County Office of Education payroll reporting requirements
- School accounting principles
- Standardized Account Code Structure (SACS)
- Laws, codes, regulations, policies and procedures that pertain to area of responsibility
- Principles and practices of supervision and training
- Principles of financial analysis and research procedures

**Skills and Abilities:**

- Lead, manage and administer an organizational team that ensures oversight, advisory, and financial services to many school districts and clients effectively
- Multi-tasking in an effective manner to accomplish the responsibilities of the department
- Establish procedures and priorities
- Ensure deadlines are met
- Review school district and County Office of Education payroll transactions
- Evaluate and implement processes

- Intermediate to advanced use of Excel and other MS Office applications
- Establish individual and work unit objectives in alignment with long range organizational goals
- Detail orientated in order to ensure accuracy and high quality work within the Payroll and Retirement section
- Problem solve, recommend and apply solutions
- Apply deductive and inductive reasoning and logic to draw conclusions and provide summaries and recommendations
- Establish and maintain effective working relationships with others
- Develop and deliver comprehensive, clear, and concise written and oral presentations
- Communicate effectively both orally and in writing
- Train, evaluate and direct personnel
- Analyze, interpret and apply laws and regulations
- Develop complex Excel spreadsheets that are formula driven
- Establish and manage department priorities, processes, and procedures
- Establish and maintain appropriate project deadlines; and
- Advanced computer skills
- Personnel administration

**Desirable Qualifications:**

- Master's degree in a relevant field
- Experience with purchasing for a government agency

**Licenses and Certifications:**

- California Driver's License with evidence of insurability