JOB DESCRIPTION

BUDGET AND PAYROLL MANAGER

Under the supervision of the Controller, the Budget and Payroll Manager shall be responsible to:

1. Serve as chief advisor to the controller on all matters affecting program and agency-wide budgets, expenditures, and allocation plans.

2. Conduct quantitative and qualitative analyses of data, procedures, and business operations in support of management objectives. Prepare and present in writing and/or orally analysis of studies/results as required.

3. Provide oversight and/or support to projects associated with the review, design, and understanding of data base and business systems; including how potential integration can streamline operations, making systems more efficient and effective, and validate compliance with applicable codes, laws, rules, regulations, standards and agency policies.

4. Maintain appropriate architectural interfaces and linkages to computer applications and models specific to the corporate budget, program labor, and agency-wide allocation plans.

5. Maintain complete and up-to-date files on all allocation plans, program and agency-wide budgets, contracts and contract modifications; all official correspondence regarding program funding terms and conditions; all pertinent financial expenditure data; and all relevant historical information.

6. Anticipate and/or resolve operational, fiscal, and other non-routine problems.

7. When potential agency-wide fiscal problems are detected, conduct an in-depth assessment of possible alternative courses of corrective action, and present recommendations regarding policy, procedures, and/or actions to the controller.

8. Prepare and present to the controller monthly-summarized briefings and year-to-date agency-wide expenditure trends as well as monthly updated end-of-year expenditure projections and the effect on current budgets.

9. Oversee the agency-wide position control system.

10. Conduct routine agency-wide and intra-departmental fiscal reviews, including periodic reviews of all financial data relating to the finance department.

11. Manage the Payroll Department and oversee the accurate and timely processing of the agency's payroll and provide support as needed.

12. Supervise, train, and evaluate the performance of the payroll lead specialist.

13. Supervise the preparation and timely payment of employee insurance benefits invoices (e.g. medical, dental, vision, life, workers’ comp., etc.).

14. Coordinate and verify pension plan payments and related annual reports.

15. Assist the controller in the preparation of pension plan and payroll tax returns and filings.

16. Supervise the levy process.

17. Assist the controller with compliance and financial related audits, including preparation and maintenance of schedules.
18. Review department systems and processes for efficiency and effectiveness. Recommend changes to department and agency policies and procedures as necessary.

19. Prepare charts and graphs, as required.

20. Other duties as assigned.

EMPLOYMENT STANDARDS

Required Education and Experience:
- Minimum of a bachelor’s degree in accounting, economics, management information systems, mathematics, operations analysis or related field.
- Minimum of three (3) years’ recent work experience in an increasingly responsible position involving extensive planning and budgeting, systems development and implementation, data collection, organization, analysis, and preparation of results. Some experience in the processing or supervision of a large payroll.

Preferred Criteria: Experience in large data base environment. Experience in “Access Experience” with development and review of documentation following standard project management processes.

Knowledge and Abilities: Proficient in a Windows environment including advanced skills in Excel and Word. Experience with an automated double entry accounting system used in a large corporation or large organization environment. Ability to effectively use computers and related programs to assist with generating required documents, reports, graphs etc. Ability to apply concepts such as percentages, ratios, proportions and similar mathematical tools to practical situations. Working knowledge of formal systems development processes. Working knowledge of Indirect Cost Rate Principles and Cost Allocation regulations. Working knowledge of key principles and processes of finance, accounting, internal controls and audit operations in a computerized environment. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with minimum supervision. Ability to communicate effectively orally and in writing and follow written and verbal instructions. Ability to work on a number of simultaneous assignments and tasks while under varying deadlines and pressures. Ability to establish good rapport with supervisor, staff, and the general public. Ability to direct, motivate and supervise staff in a team-oriented environment.

Physical Abilities: Ability to effectively use hands and fingers in the extensive use of computer keyboard and other office machines. Ability to effectively see computer screen and read data. Ability to sit at workstation for prolonged periods of time.

License or Other Requirements: Must have access to a dependable auto with minimum legally required insurance coverage, and possess a current valid California driver’s license. Must submit to a pre-employment, agency-paid physical examination. Employment is conditional pending satisfactory results of physical examination.