

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Director I: Accounting and Payroll	<b>REPORTS TO:</b>	Chief Business Officer
<b>DEPARTMENT:</b>	Business Services	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	225 Days
<b>BOARD APPROVAL:</b>	August 1, 2017	<b>SALARY:</b>	Range A1/ Tier IV Management Salary Schedule

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**SUMMARY DEFINITION:** Plan, perform, organize, coordinate and participate in the accurate and timely preparation of all phases of the District payroll; direct and evaluate all payroll and accounting personnel; file federal, state, and county reports; coordinate the establishment of internal controls and monitor compliance with federal, state and county audit requirements.

**REPRESENTATIVE DUTIES:** Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

**E= Essential Functions**

Perform, plan, organize, coordinate and participate in the accurate and timely preparation of all phases of the District payroll; direct, supervise and evaluate all payroll and accounting personnel; file federal, state, and county reports; coordinate the establishment of internal controls and monitor compliance with federal, state and county audit requirements. **E**

Perform duties and responsibilities assigned by the Chief Business Official to maintain strict control over expenditures and ensure fiscal accountability. **E**

Examine payroll records, accounting records and reports to determine compliance with rules and procedures. **E**

Coordinate the timely and accurate input of payroll, benefits and related accounting information into a computerized payroll system. **E**

Provide technical expertise and respond to questions or concerns from employees regarding interpretation of laws, rules, regulations and contracts governing District payroll. **E**

Work effectively with other District departments, school sites, and outside agencies to obtain and verify information. **E**

Receive and compute payroll; make appropriate deductions for taxes, retirement, health and medical insurance, tax shelter, overused leave, deferred compensation and other authorized deductions. **E**

Audit computerized payroll systems and accounting information for efficiency and accuracy. **E**

Establish priorities for payroll and accounting departments. **E**

Write and edit complex reports, and present findings, conclusions and recommendations. **E**

Perform follow-up review as necessary to ensure compliance with procedures. **E**

Train payroll and accounting personnel in established procedures, computerized payroll, accounts payable and accounts receivable processing, and new legislation. **E**

May participate in the selection of fiscal services personnel. **E**

Oversee the timely deposit of District funds. **E**

Oversee the timely payment of District disbursements. **E**

Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

**TRAINING, EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with a Bachelor's degree and three years of supervisory experience with automated systems in a large organization, or ten years of supervisory experience in the automated systems in a large organization, preferably a school district.

**KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.**

**KNOWLEDGE OF:**

Policies and procedures involved in preparation, verification, maintenance and processing of District payrolls, accounting and auditing processes.  
Principles of accounting and financial record keeping.  
District organization, operations, policies and objectives.  
District and County payroll, accounting and auditing procedures.  
Applicable sections of State Education Code and other applicable laws.  
Financial and statistical record-keeping techniques.  
Technical aspects of field of specialty.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Interpret, apply, and explain laws, procedures and regulations pertaining to payroll, accounting and auditing procedures and policies.  
Maintain accurate and interrelated financial, payroll and related records.  
Analyze complex payroll, accounting and auditing data and adopt an effective and accurate course of action.  
Work independently with minimal direction.  
Lead major payroll, accounting and auditing projects.  
Establish and maintain cooperative and effective working relationships with others.  
Develop test techniques to monitor accuracy of payroll, accounting, and auditing procedures/practices/records.  
Conduct surveys and studies.  
Prioritize and schedule limited resources under pressure.  
Meet schedules and time lines.  
Meet District standards for professional attitude and conduct as outlined in Board policy.  
Plan, direct, train, supervise and evaluate the work of classified staff.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.  
Operate computer terminals and other technical office equipment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

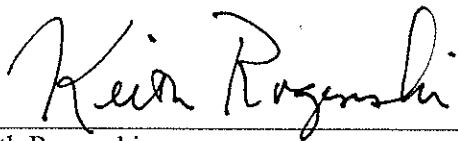
**WORKING CONDITIONS:**

Office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects.

**APPROVALS:**



8/1/17

Keith Rogenski  
Assistant Superintendent, Human Resources

Date



8/1/17

Rick Schmitt  
Superintendent

Date