



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PAYROLL ADMINISTRATOR

Group-Section: Chief Financial Officer – Controller	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 052 Job #: Z28
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JOB SUMMARY

Supervises the daily payroll activities to ensure that employees are paid accurately and timely; that all payroll taxes are remitted to the proper taxing authority; and that pension and healthcare benefit payments are remitted.

OVERSIGHT

Receives direction from Team, Unit, Section, or Assistant General Manager/Chief Financial Officer.

JOB DUTIES

1. Supervises the daily payroll activities to ensure timely payment to employees.
2. Serves as technical expert and provides guidance to management on government regulations for payroll and benefit tax issues to ensure accurate reporting of employee's income and timely payment to the California Public Employees' Retirement System, and compliance with federal and state tax regulations.
3. Plans and schedules year-end payroll closing and issues employees Internal Revenue Service Form W-2's; and transmits electronic file to Social Security Administration.
4. Plans and assists in payroll, human resource, and timekeeping system upgrades; schedules tax upgrades; and tests payroll calculations.
5. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, and performance assessment; reviews work for thoroughness, adherence to policies and procedures, quality standards and accuracy of results; reviews and approves time, reimbursement requests and purchases.
6. Performs other related duties as required.

EMPLOYMENT STANDARDS MINIMUM QUALIFICATIONS

Education and Experience:

A high school diploma or general education development test (GED) and fourteen years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory or lead capacity;

OR

An associate's degree from an accredited college or university and ten years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory or lead capacity;

OR

A bachelor's degree from an accredited college or university and eight years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory or lead capacity;

OR

An advanced degree from an accredited college or university and six years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Basic accounting and payroll regulations, including state and federal payroll taxes filing requirements; and supervisory methods and techniques to direct, lead, mentor, coach, motivate, evaluate, and reward employees;

Required Skill and Abilities to: Analyze and evaluate data for use in analyses; organize, evaluate and present information effectively; interpret laws, rules, and regulations relative to the team; organize and coordinate the work of others; communicate openly and effectively both orally and in writing; manage projects and resources; and empower and support staff.

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

- A Valid California Class C Driver License

DESIRABLE QUALIFICATIONS

PHYSICAL DEMANDS/WORK ENVIRONMENT

Described here are representative of those that must be met or may be encountered by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

Physical Demands: Light

Work Environment: Primarily an indoor work environment typical of an office setting. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.