



COUNTY OF SAN DIEGO
AUDITOR AND CONTROLLER

GROUP PROGRAM MANAGER Payroll Accounting System Administrator

AUDITOR AND CONTROLLER

Central Payroll Administration

Anticipated Hiring Range: Depends on Qualifications
Excellent Benefits

SanDiegoCounty.gov

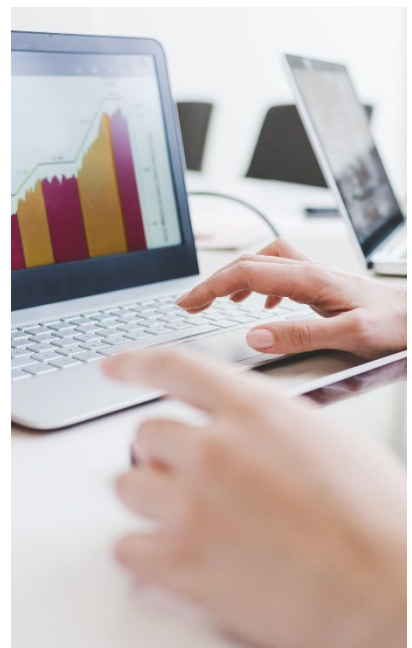
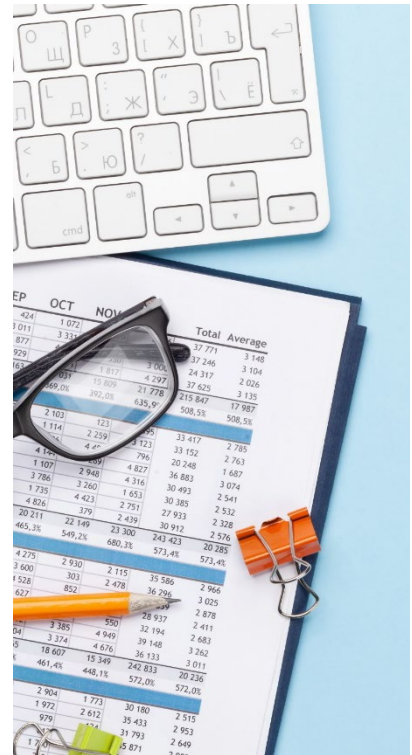


The Position

The County of San Diego's Auditor and Controller (A&C), Central Payroll Administration (CPA) is seeking a highly motivated and experienced professional in accounting, financial reporting, information technology, payroll, and project management to fill the position of **Group Program Manager - Payroll Accounting System Administrator**. This position will report to the Auditor and Controller, Central Payroll Administration Manager.

Duties may include, but are not limited to:

- Planning, managing, executing, and monitoring complex special projects and programs
- Formulating, recommending, and administering policy, procedures, and legislative changes as well as providing feedback on how these areas impact biweekly payroll processing, Federal & State Quarterly Tax Returns, and W-2 tax reporting requirements
- Reviewing and negotiating contracts as needed for outside services, including the review and selection of the new third-party payroll services vendor for affected departments
- Managing and maintaining the Taxable Fringe Benefits Reporting System (FBRS) with intense level of training on the taxable fringe benefits (TFB) concepts, County guidelines, processing procedures, and IRS rules and regulations; frequently testing and verifying during FBRS upgrades and updates; ensuring Quarterly Fringe Benefits Reports are filed timely and accurately which involves a high level of analysis
- Reviewing updates and set-up in PeopleSoft and UKG systems related to changes in Compensation Ordinance, DHR Policy & Procedures, and Admin Code Changes (e.g., New Earnings Codes, New Pay Codes, UKG Work Rule, and affect in FLSA)
- Producing employees' payroll data from PeopleSoft and UKG for multiple pay periods that include analysis and manual calculations for employees' retroactive payments and County costs for various requests
- Coordinating and analyzing the set up for new earnings and deduction codes in PeopleSoft and the third-party payroll provider's system and confirming payroll data is accurately reported in the County's financial system when the new codes are put into production
- Coordinating and developing responses to highly complex requests
- Coordinating with County Counsel and outside tax counsel to interpret and implement new and complex payroll legislation and policy changes
- Developing and managing project plans to implement business solutions



COUNTY OF SAN DIEGO
AUDITOR AND CONTROLLER

The Department

The Auditor and Controller is the leading financial management resource of the County whose long-term objective is to continue to broaden the role of controller into provider of value-added financial services. Governed by the overriding principles of fiscal integrity, customer service, and continuous improvement, the Auditor and Controller has four primary responsibilities, including maintaining accounts for the financial transactions of all departments and of those agencies or special districts whose funds are kept in the County Treasury in accordance with County Charter, Government Code, and generally accepted accounting principles; audit services; professional accounts receivable and collection services; and accounting services that advances the goals and divisions of the Board utilizing the General Management System and the County's Strategic Plan.

Central Payroll Administration (CPA) is a dedicated team of professionals responsible for producing accurate and timely biweekly paychecks and related payments for over 20,000 employees in our payroll system. CPA also provides essential labor cost information to various users within the County's financial and management communities. CPA's mission is to provide timely, accurate payments, and quality customer service to employees, representatives of outside agencies and members of the public with courtesy and respect while complying with County, State and Federal payroll and tax regulations, and to furnish accurate and comprehensive cost data in support of the County's management and budget processes.



**COUNTY OF
SAN DIEGO**
You Belong Here!



The Ideal Candidate

The ideal candidate will possess a professional history that demonstrates the following necessary leadership, competencies, and experience:

- Has extensive experience in the areas of payroll, accounting, financial reporting, and information technology
- Possesses strong knowledge in Peoplesoft Payroll and Human Resources System, Oracle Financial Systems, Software-as-a-Service (SaaS), and UKG Software (Kronos)
- Strong political and organizational awareness with the ability to build and maintain effective relationships across public agencies, government officials, community organizations, contractors, and diverse stakeholders
- Skilled in navigating multiple perspectives and political landscapes to build consensus and clearly communicating complex issues at all levels
- Has experience working with County Policies and Procedures, Memorandums of Agreement (MOA), Compensation Ordinances, County Administrative Code, CAO Admin Manual, Labor Relations Ordinances, Board Policies, Human Resources Policies and Procedures, Reporting and/or Payment Requirements of the Internal Revenue Service (IRS), Social Security Administration (SSA), the CA State Employment Development Department (EDD) and Franchise Tax Board (FTB), U.S. Department of Labor (DOL), CA State Controller's Office (SCO), Federal and State Garnishment Agencies, Court Orders, Subpoenas, Settlements, and all CPA policies and procedures.
- Has a forward-thinking approach, actively seeking innovative solutions and staying current with trends and best management practices

Minimum Qualifications

Three (3) years of experience which demonstrate the ability to perform the essential functions of the classification, AND a bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency; OR a combination of education and/or experience as stated above.

Note: A master's or doctoral degree from an accredited U.S. college or university, or a certified foreign studies equivalency, may substitute for up to one (1) year of the required experience.

Compensation & Benefits

The anticipated hiring range will be dependent upon the qualifications of the individual hired. Salary reviews are performance-based and goal oriented.

Benefits include:

- 15 days of paid vacation, 14 paid holidays, 13 days of paid sick leave, 10 days of paid executive time off and a total of 3 days of paid emergency child and/or older adult care leave per year
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Defined benefit retirement program
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Reciprocity with other governmental retirement systems may be granted; for further information, visit the website for the [San Diego County Employees Retirement System](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance up to \$15,000

How to Apply

Application Process And Recruitment Schedule

1. Complete the online application at www.sandiegocounty.gov/hr; Select the Current Job Postings link, Job Number 25031809U.
2. Attach your résumé and cover letter
3. Attach a copy of college degree, final transcript, diploma, or foreign studies equivalency certificate.
4. Complete Supplemental Questionnaire with your application.

Key Dates:

- Resume Review: Week of 11/5/2025
- Interviews: Week of 11/12/2025
- Expected Start Date: Month of December, 2025

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce. The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application.

Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire.

Contact Information

You may direct any questions regarding the application and selection process to Bryan Faircloth, Executive Recruiter, Department of Human Resources, at Bryan.Faircloth@sdcounty.ca.gov



The County of San Diego and its employees embrace the vision of: a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click here for more information on our [Strategic Plan \(sandiegocounty.gov\)](http://sandiegocounty.gov).



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.