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## HEAD OF PAYROLL DEPARTMENT

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**Name : Joao Bosco Dos Santos**

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### **1) Profile**

**Place/date of birth:** Aileu, 16<sup>th</sup> of October 1962

### **2) Formal Education:**

- 2003-2004: LBCC United Kingdom (Business Administration/Diploma-I)
- 1985-1988: Senior High School in Jogjakarta (Indonesia)
- 1981-1985: Junior High School in Aileu (Indonesia)
- 1977-1981: Primary School in Aileu (Indonesia)
- 1970-1974: Primary School in Aileu ( Portuguese)

### **3) Training:**

- Administration and Finance (Certificate) in Denpasar Bali–Indonesia 1992
- Budget Execution (Certificate) in Jogjakarta – Indonesia 1994
- Frontline Management training Program (Certificate) in Dili 2001
- Ernst & Young Audit Methodology (Certificate) in Darwin-Australia October 2002
- Senior Corporate Governance in Sydney-Australia 2003
- English Course and Business Administration (Certificate) in United Kingdom 2004
- Internal Audit training (Certificate) in Jakarta-Indonesia from 13<sup>th</sup> – 24<sup>th</sup> October 200
- Accounts and Finance(Certificate) in India from 25<sup>th</sup> January – 12<sup>th</sup> February 2010
- Public Audit Management (Certificate) in KOICA Korea 2010

#### **4) Experience:**

- 1998-1990: Treasury Officer for Local Government at Aileu District
- 1991-1994: Head of Budget Division for Local Government at Aileu District
- 1995-1999: Head of Treasury Division for Local Government at Aileu District
- 2001-2004: Senior Treasury Account at Directorate of Treasury Ministry of Finance
- 2005-2010: Senior Audit at Department of Internal Audit Ministry of Finance
- 2011: Head of Payroll Department Directorate of Treasury Ministry of

#### **Basic functions of Payroll Department**

- Develop, implement and generate performance matrixes and annual reviews for Payroll personnel. Provide coaching and development opportunities and address performance issues in a timely manner as appropriate.
- Timely review and sign off on all required payroll and state tax reconciliations. Ensure compliance with applicable and local regulatory reporting requirements and guidelines; ensure reports are accurate and disbursed in a timely manner.
- Remain current on new legislation and regulatory ruling impacting payroll. Enforce adherence to requirements and advise management on required actions.
- In collaboration with all Ministries, Director, Human Resources, IT Systems and Payroll, evaluate and analyse existing payroll policies, procedures and implement changes and/or
- Quality control measures leading to best practice operations. Supervise, mentor and coach Payroll Lead, Payroll Accountant and Payroll Administrators on day to day activities and payroll related tasks, prioritization and work planning.
- Encourage and implement continuous improvement measures within Payroll.

#### **Tasks of Payroll**

- Checks figures for accuracy and necessary approvals.
- Reviews payroll documentation for accuracy through audit reports and makes any necessary adjustments. Obtain necessary approvals.
- Print, sort, and distribute payroll checks to all ministries.
- Work closely with Directorates of Human Resources and Accounting on all payroll related issues.
- Ensure monthly payrolls are processed in a timely and accurate manner.
- Check non-exempt personnel time sheets utilizing an electronic time and attendance software product for compliance with policy, state and regulatory requirements.
- Reviews computed wages and correct errors to ensure the accuracy of earnings. Ensure that all changes to payroll are processed correctly.
- Maintain accurate payroll records and employee files, including manual check log and reconciliation of payroll account.

- Unemployment claims administration, responding to claims filled, EDD court appearance(s) in response to contest claims.
- Review and audit master file and pay data entries, YTD totals, and file amendments.
- Prepare various payroll and management reports, journal entries, workers compensation and reconcile quarterly payroll taxes.
- Handle all allowances, deductions, and vacation/sick accruals.
- Respond to employee inquiries and requests regarding payroll matters.
- Process manual checks as requested by Directorates of Human Resources or Accounting.
- Maintains client confidence and protects operations by keeping information confidential.
- Cross-trained in benefits administration and back-up to Benefits Manager.
- Perform other duties and special projects as requested by management.
- Assist in special projects as assigned by management.