Position: Payroll Specialist	Salary Grade: 24
Department: Administrative Services	FLSA: Non-Exempt

Summary

Ensures the timely preparation and maintenance of payrolls and other compensation for administration, faculty, support staff and retirees. Maintains records and calculates, prepares, and submits mandated reports related to payroll. Performs advanced technical and clerical accounting and financial record keeping activities involving the preparation, processing, and maintenance of the payroll. Maintains accounts involving posting, balancing, and transferring of payroll data to general ledger. Provides partial office leadership to payroll staff.

Essential Duties and Responsibilities

Has responsibility of ensuring the timeliness and accuracy of all college payroll processing to include:

- Coordinates and processes all College payrolls including computation and posting of employee time, subtraction of appropriate deductions, ensuring the correct designation of accounts to be charged, and preparation of required reports for various departments and entities.
- Assures payroll timelines are met. Creates and maintains payroll controls. Assures proper procedures, policies, rules and regulations are applied to payroll activities. Checks payrolls for compliance with rules, regulations and policies.
- Ensures accurate calculation of regular and variable payrolls for administrative, academic, classified and student personnel; prepares retirement reports. Verifies accuracy of payroll deductions, including those for group benefits and retirement, union dues, tax sheltered annuities, credit union, withholding taxes and insurance.
- Prepares salary and benefit budget for the College; analyzes amounts needed to cover salaries and benefits, and verifies that required amounts and proper accounts are appropriately budgeted.
- Confers with data processing and accounting personnel at the County Office of Education as needed concerning payroll programs and procedures. Reviews and reconciles College payroll and remits to the County Office of Education on a monthly basis.
- Interprets and explains payroll policies, laws, regulations, and contractual requirements to staff and external reporting agencies.
- Ensures that regular and supplemental payrolls are appropriately updated, to include verification of payroll-related information received from various departments, adding new employees and calculating proper deductions. Verifies accuracy of the load calculation for part-time and full-time instructors. Use load report to calculate pay and accounts to be charged.

- Ensures accurate reporting of federal, state, and special payroll taxes and fund contributions. Prepares retirement and withdrawal forms and reports for both academic and classified pay systems. Provides and verifies information for annual absence and sick leave reports. Computes accrued liability for financial statements and audits.
- Selects, schedules, trains, and reviews the work of the assigned student workers.
- Trains and verifies the accuracy of Payroll Staff work.
- Administers accounts such as COBRA, Tax deferred annuities, IRS 125 Plan, and Retirement including alternative retirement systems. Advises administration and staff of tax law, contract, and procedural changes.
- Ensures that payroll records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions. Oversees and posts changes to College payroll and accounting records. Prepares annual total compensation statements for each employee showing income, benefits, and deductions.
- Analyzes and processes accounts payable and receivable documents relating to payroll, insurance, and other benefits.
- Calculates salaries for Workers' Compensation and income protection leaves.
- Provides information to employees concerning time card inquiries, salaries, deductions and insurance rates and general payroll policies.
- Prepares the salary and benefit budget for the College using computational analysis and complex reasoning skills to accurately project the salary and benefits budget for the college. Verifies budgetary amounts required to ensure appropriate monetary resources are maintained to cover employee salaries and benefits. Services as primary contact before salary or benefits budget and/or expenses are transferred.
- Analyzes amounts needed to cover salaries and benefits for set amounts needed for account lines.
- Encumbers salary and benefit amounts. Calculates and prepares journal entries.
- Verifies and processes payments to insurance companies and credit unions and prepares periodic reports of disbursements.
- Coordinates and participates in activities connected with the development and maintenance of automated payroll systems using relational databases.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires a thorough knowledge of the laws, regulations, and procedures that govern payroll and payroll processing. Requires a working knowledge of general ledger record keeping. Requires sufficient human relations skills to convey personal and technical information to all levels of staff. Requires sufficient knowledge of academic load calculation for instructors. Requires an in-depth technical knowledge of the College's automated payroll system, and of integrated/automated payroll systems in general. Requires in-depth knowledge of labor and other contracts governing salaries and benefits. Requires in-depth understanding of the College's HRIS. Requires in-depth knowledge of educational accounting practices, including College policies and procedures. Requires sufficient math skill to perform a variety of math and accounting transactions. Requires sufficient reading and language skill to document transactions and prepare reports. Requires sufficient human relations skill to convey technical concepts to others and resolve conflicts.

- **Abilities**

Requires the ability to independently perform all aspects of the position with minimal direction. Must be able to prepare clear, complete and concise financial records and analyze accounting data and prepare financial statements pertaining to the area of specialization. Requires the ability to reconcile payroll to general ledger. Requires the ability to conduct technical research, complete complex arithmetic computations and prepare reports. Requires the ability to deal with confidential and sensitive information in compliance with established laws, rules, regulations, and procedures. Requires the ability to analyze situations and implement effective solutions. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Requires sufficient hand-eye coordination to use a keyboard for routine typing, 10-key, and data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to recognize alphanumeric data. Requires auditory ability to carry on conversations in person and over the phone.

- **Education and Experience**

The position requires a Bachelor's degree in a related field, plus four years of related experience, or an equivalent combination of education and experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board Approved: August 15, 2018