

**PAYROLL MANAGER**

| **Reports to:** | Vice President, Human Resources |  |  |
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| **Dept:** | Human Resources | **Range:** | 37 |
| **FLSA:** | Exempt | **EEO:** | Professional/Nonfaculty |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general direction, oversees and supervises the district’s payroll functions, ensuring that pay is processed on time, accurately, and in compliance with government regulations.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

Supervisory Responsibilities

1. Recruits, interviews, recommend hires, and trains staff.
2. Oversees scheduling, assignments, and the daily workflow of the department.
3. Provides constructive and timely performance evaluations.

Duties/Responsibilities

1. Implements, maintains, audits, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
2. Ensures accurate and timely processing of payroll updates including new hires, temporary workers, promotions, terminations, and changes to pay rates.
3. Prepares, provides, and maintains accurate payroll records, reports, and information.
4. Ensures compliance with federal, state, and local payroll wage, and hour laws and best practices.
5. Oversees, identifies, recommends, implements updates and improvements to payroll processes, procedures, and enterprise resource system.
6. Research, respond to, and resolve payroll-related inquiries including difficult problems and sensitive information; identify and report findings, make recommendations, and take necessary corrective actions.
7. Assists in developing equitable policies and procedures.

**OTHER DUTIES:**

1. Participate in committees, task forces, and special assignments.
2. Perform related duties as assigned.

### KNOWLEDGE SKILLS AND ABILITIES:

1. Extensive knowledge of the payroll function including preparation, balancing, internal control, payroll taxes, applicable federal, state, and local laws and regulations.
2. Excellent verbal and written communication skills.
3. Excellent organizational skills and attention to detail.
4. Strong analytical and problem-solving skills.
5. Strong supervisory and leadership skills.
6. Proficient in a variety of office equipment including a computer and appropriate software.
7. Ability to act with integrity, professionalism, and confidentiality.
8. Interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
9. Coordinate, supervise and use automated systems to maintain records, collect data and generate reports.
10. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

### EDUCATION AND EXPERIENCE:

A bachelor’s degree preferably in accounting, business or related field, and four years of progressively responsible work experience in a payroll department; or an equivalent combination of education and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Payroll Specialists, Administrative Support Assistant I.

**CONTACTS:**

Staff, faculty, students, vendors, and state, federal and local government personnel.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or week­ends on an as-needed basis. Occa­sional local travel may be requested.