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| **PAYROLL SPECIALIST**  |
| **Reports to:**  | Payroll Supervisor |  |  |
| **Dept:** | Payroll | **Range:** | 24 |
| **FLSA:** | Nonexempt | **EEO:** | Technical and Paraprofessional |

*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 direction, perform a variety of complex responsibilities related to the preparation of district payroll, including the coordination and application of current federal and state laws, and district policies in the timely and accurate preparation and auditing of payroll docu­ments; and perform related duties as assigned.

**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.*

1. Process monthly payroll for all employee groups; perform complex payroll calculations; verify information from relevant forms/timesheets; audit, correct and balance payroll; ensure compliance with all applicable codes, laws and policies; conduct technical research and prepare reports.
2. Update, process and maintain employee profile in the payroll system of all necessary records including pay rates, account numbers, retirement plans, direct deposits, etc., to ensure accurate and timely payroll processing.
3. Process monthly timecards and maintain accurate payroll and benefit records including work hours, overtime, vacation, sick leave, banked time, extra pay, stipends, shift differentials, career incentives, voluntary deductions, and other work-tracking requirements.
4. Calculate a variety of special payments for employees based on change-of-employ­­ment status, bonuses, shift differentials, stipends and overtime worked.
5. Communicate and provide information to administrative personnel, other colleges, federal, state and local agencies and others regarding payroll services; prepare and forward neces­sary documents to the County Office of Education required to update, correct, adjust or process payroll records.
6. Provide effective customer service by responding to in-person, telephone and email inquir­ies from employees concerning salaries and deductions; interpret and explain payroll policies to employees; work with appropriate personnel to ensure accurate coding and reporting of payroll.
7. Compile information and data and prepare various payroll and statistical reports; receive, analyze and verify accuracy of payroll reports.
8. Compile, prepare and submit employment verification, unemployment audits, EDD quarterly reports, State Controller’s reports, IRS information inquiries, subpoena information and wage garnishments; update employee withholding information based on IRS notifications.
9. Perform calculations for W-2 reporting (excess life insurance, dependent care, district vehicle, electronic devices, benefit costs and domestic partners); sort and distribute W-2 forms at year end; process and prepare W-2c and W-3c corrections, as well as PERS, STRS, Social Security and PARS requests for information.
10. Correct fund account or transfer funds based on requests from accounting staff or individual departments.

**OTHER DUTIES:**

1. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

1. District organization, operations, policies and objectives.
2. Principles and techniques involved in payroll preparation practices, monitoring and control.
3. FLSA, pertinent federal and state laws, state education codes, STRS, PERS and PARS retirement regulations, and district policies and proce­dures affecting payroll records and programs.
4. Recordkeeping associated with fringe benefit (health & welfare, workers compensation, and unemployment insurance) programs, their applicable contracts, laws and regulations.
5. Generally accepted accounting principles and practices.
6. Oral and written communication skills.
7. Correct English usage, grammar, spelling, punctuation and vocabulary.
8. Interpersonal skills using diplomacy, patience and courtesy.
9. Knowledge of research, reconciliation and analysis methods.
10. Integrated information systems and use of appropriate software to perform tasks.
11. Data management software applications.

ABILITY TO:

1. Interpret and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
2. Make mathematical calculations quickly and accurately.
3. Operate a variety of office equipment, including computer and appropriate software applica­tions and spreadsheets.
4. Analyze situations accurately and adopt effective courses of action.
5. Plan, prioritize and organize a large volume of work to successfully meet constant payroll schedules, timelines and deadlines and to facilitate others in meeting timelines.
6. Maintain records and prepare complex financial and statistical reports.
7. Work confidentially with discretion.
8. Understand and follow oral and written directions.
9. Resolve discrepancies with efficiency and tact.
10. Communicate information and explain various payroll-related procedures and practices.
11. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
12. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or GED equivalent, plus eight semester units (or equivalent quarter units) of college-level coursework in account­ing and three years of related experience; or an equivalent combination of training 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:**

May provide work direction to secretarial and other support staff.

**CONTACTS:**

Administrators, faculty, staff, students, vendors, state retirement personnel, other county district personnel, program and external auditors, county officials, State Chancellors Office, and other state, federal and local government agency 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 work at a computer, includ­ing repetitive use of a computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving appropriate 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 concen­trate on detailed tasks for extended periods while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established dead­lines and chang­ing priorities.

**WORKING CONDITIONS:**

Primarily an office environment. Subject to frequent interruptions by individuals in person or by telephone and intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours with occasional evenings, and/or weekends on an as-needed basis. Occasional local travel may be requested.