



## PAYROLL MANAGER

### **DEFINITION**

Under general direction, plans, supervises, organizes, coordinates, and reviews the work of staff performing difficult and complex technical and administrative support related to the processing of the District's payroll and related reporting; ensures all employees are paid in an accurate and timely manner; performs technical accounting work to ensure regulatory compliance with applicable laws, rules, regulations, and standards; administers current and long-term planning activities; provides complex staff assistance to management in the areas of expertise; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management personnel. Exercise direct supervision over technical and administrative staff.

### **CLASS CHARACTERISTICS**

This is a full supervisory-level and program management classification that exercises independent judgment on diverse and specialized payroll and benefits activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for overseeing day-to-day payroll processing and reporting and are responsible for providing professional level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Manages and participates in all activities related to the District's in-house payroll function, including the pre- and post-payroll audits, preparation and review of quarterly and annual tax reports and returns, implementation of periodic District-wide salary and benefit changes within the payroll system, preparation of a variety of reports, schedules, and reconciliations; collaborates with external and internal audits and ensures compliance with applicable federal, state, and local laws, rules, and regulations; coordinates assigned services and operations with those of other divisions and outside agencies.
- Plans, organizes, assigns, supervises, and reviews the work of payroll staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the payroll work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; and implements improvements.
- Conducts complex payroll calculations and performs various audit and verification procedures related to processing the District's payroll; ensures employee deductions and garnishments are properly

- calculated, processed and reported; oversees the reconciliations of payroll accounts and employee benefits and performs corrections through payroll adjustments when necessary to resolve discrepancies.
- Manages communication and processes among payroll, accounting, and human resources to ensure employees' job records are entered into the payroll system in an accurate and timely manner.
  - Manages communication within the Payroll Department to ensure smooth and efficient payroll activities, streamline payroll processes, and prevention of duplicate efforts.
  - Oversees the preparation, organization and maintenance of complex, technical and confidential payroll records, logs, files, payroll and statistical reports; reviews reports and documents for accuracy, completeness and conformance to applicable rules and regulations.
  - Oversees the District's payroll annual roll process including updating health and welfare benefit rates for the budget and payroll rolls; prepares the annual sick and vacation leave accrual roll, audits payroll reports, and coordinates the processing and disbursement of information with Human Resources, Budget, and Fiscal staff.
  - Monitors changes in regulations and technology that may affect assigned functions and operations; tests and implements upgrades of automated enterprise application systems; implements payroll related emerging technologies; implements policy and procedural changes after approval.
  - Investigates and responds to complaints and inquiries from employees, other divisions, and agencies; recommends corrective actions to resolve issues.
  - Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of payroll management.
  - Maintains files, databases, and records related to payroll, leaves, benefits, and employment contracts; prepares a variety of written reports, memoranda, and correspondence.
  - Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
  - Ensures staff comply with District and mandated safety rules, regulations, and protocols.
  - Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services and activities of a comprehensive payroll management system encompassing multiple employee groups with different compensation and benefits practices.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of payroll management and its integration with finance, accounting, auditing, and reporting functions.
- Methods and techniques of calculating employee benefits, wage garnishments and premium pays consistent with the provisions of bargaining unit agreements or individual contracts.
- Record keeping, information processing requirements, and rules and policies related to the production of an employee payroll.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- California Public Employees Retirement System and California State Teachers Retirement System laws, procedures, and reporting requirements.
- Techniques for effectively representing the District in contact with government agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- District and mandated safety rules, regulations, and protocols.
- Principles and practices of auditing payroll documents.

- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Evaluate and develop improvements in operations, procedures, policies, and methods.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Review payroll and other financial documents for completeness and accuracy.
- Evaluate and interpret complex statistical, narrative and financial data; present findings and make recommendations.
- Make accurate arithmetic, financial, and statistical computations.
- Research, assess and implement innovative technologies and procedures.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Effectively represent the division and the District in meetings with governmental agencies and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field.

Experience:

- Five (5) years of increasingly responsible payroll and employee benefit experience, of which two (2) years must have been in a lead or supervisory capacity.

**Licenses and Certifications:**

➤ None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.