



PAYROLL ASSISTANT

DEFINITION

Under general supervision, performs a variety of clerical accounting tasks involved in the processing of payroll; reviews times cards; enters and retrieves data from manual or automated systems; reconciles payroll data; ensures employees are paid accurately and timely; maintains a variety of hard copy and electronic files and records; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing routine clerical accounting duties in support of the District's payroll processing. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Receives, reviews, verifies, and processes time recording documents to prepare payroll for District employees; audits such documents for completeness, accuracy, and compliance with rules and regulations; prepares and balances payroll reports and records, including special salary calculations and leave balances; issues manual timesheets and timekeeping reports as needed.
- Sets up equal installment payments for special assignment and unit of pay contracts; audits and reconciles unit of pay courses for all faculty to ensure compliance with contract provisions; compares current and prior monthly reports to assess and validate contract changes, ensuring accurate pay.
- Processes personnel transactions making appropriate adjustments/changes in the payroll system.
- Assists with reconciliations of payroll accounts and employee benefits and performs corrections through payroll adjustments when necessary to resolve discrepancies.
- Assists employees by providing payroll information, explaining procedures, and answering questions pertaining to payroll, completion of forms, pay frequency, and online access to paystubs.
- Maintains employee records for voluntary and non-voluntary deductions; updates payroll system annually to capture changes in non-voluntary benefit deductions; assists with preparing reports for and requests for payment to various garnishing agencies, federal and state tax authorities, labor unions, and retirement plan providers.
- Reconciles vendor billing invoices against payroll deductions; registers and remits monthly vendor payments.
- Performs collection of overpayments in accordance with policies and rules.
- Maintains complete and accurate confidential attendance records in compliance with District, state, and federal guidelines, including the calculation of leaves earned and used; enters data for the employees' paycheck stub.

- Performs technical duties in support of automated system implementation, modification, and maintenance.
- Communicates with employees and supervisors to ensure timely completion, review, approval, and submission of online and/or paper time records.
- Maintains a variety of files and records related to the District's payroll system and general accounting techniques and procedures; reconciles transactions and data as directed; records changes and resolves differences.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Payroll and timekeeping practices, procedures, processes and techniques.
- Employee benefits processes as they relate to payroll.
- Principles and practices of auditing payroll documents for accuracy.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and policies and procedures relevant to assigned area of responsibility.
- Employee association memorandum of understanding (MOU) and employment contracts and agreements as they relate to payroll processing.
- Business mathematics.
- Methods and techniques of generating payroll reports.
- Recordkeeping and retention principles, policies, and procedures.
- Methods and techniques of compiling data for reports.
- District and mandated safety rules, regulations, and protocols.
- 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:

- Perform detailed payroll processing work accurately and in a timely manner.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.
- Review payroll and other financial documents for completeness, accuracy, and compliance.
- Interpret and apply mandated requirements in the processing and generation of the District's payroll.
- Review and implement payroll changes based on bargaining unit agreements, employee contracts, or other documentation impacting collective and individual compensation, benefits and withholdings.
- Make accurate arithmetic and financial computations.
- Maintain confidentiality of payroll data.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- 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 completion of the twelfth (12th) grade, supplemented by college-level coursework or specialized training in payroll, accounting, or a related field.

Experience:

- Two (2) years of experience in financial accounting or statistical record-keeping, including at least one (1) year providing clerical support to an employee payroll or benefits program.

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.