

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PAYROLL MANAGER

BASIC FUNCTION:

Under the direction of an area administrator, manage, plan, and organize the activities and operations of the district payroll and related services; develop, enhance, and implement supplemental programs and services to ensure employees are paid in an accurate and timely manner; ensure compliance with legal and regulatory requirements; serve as a resource in a variety of areas, including complex analysis for budget development and other purposes, negotiations, litigation, and statistical research; assist with development and recommendation of district policies related to assigned areas; develop and implement departmental goals, objectives, and policies; recommend for hire, manage, train, supervise, and evaluate staff.

REPRESENTATIVE DUTIES:

Provide leadership and perform a variety of managerial, confidential, and technical duties related to the district's payroll, leave accounting, and retirement services; ensure timely and accurate payment of employees and related reporting in accordance with district policies and procedures and state and federal requirements. *E*

Manage, organize, review and supervise the accurate compilation, calculation, and preparation of all payrolls; implement district salary schedules, step and longevity changes, retroactive pay; ensure proper processing of new hire payroll information, terminations, employee status changes, electronic banking, authorized deductions, retirement plans, workers' compensation payments and abatements, employee leave accounting; oversee and process levies, wage garnishments and other withholding orders, adjustments, overpayments, and journal entries as needed. *E*

Oversee the preparation, organization and maintenance of complex, technical and confidential records, logs, files, payroll and statistical reports, reconciliation of wages and state/federal taxes, including Medicare, social security, tax deposits and tax returns, IRC 125, W-4s, W-2s, retirements, fringe and unemployment benefits; review reports and documents for accuracy, completeness and conformance to applicable rules and regulations. *E*

Oversee the calculation and processing of employee and employer health contributions, retiree-related benefits and transmittal of retirement financial data to financial institutions; coordinate the payment, auditing and reconciliation of insurance company billings, including the monitoring of over-Medicare age retiree and COBRA benefit payments; collaborate with benefits personnel to provide retiree data for government accounting compliance. *E*

Direct and participate in the development and implementation of priorities for assigned programs and projects; collaborate with other departments. Coordinate communications with employees, administrators, other departments and agencies to ensure timely and accurate payroll processing, leave accounting, and retirement activities; establish timelines, goals and objectives for operations. *E*

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Develop and implement procedures to comply with bargaining unit agreements, memorandums of understanding and policies in a reasonably timely manner. *E*

Recommend for hire, manage, train, supervise, motivate, and evaluate assigned payroll staff; provide leadership, technical direction and guidance; assign and prioritize work to optimize efficiency and effectiveness; perform any of the duties of the payroll staff. *E*

Monitor and enforce the district's compliance with federal, state and local laws, regulations, policies and procedures governing payroll, retirement, leaves, and related activities; provide information and supportive documents for external auditor as required. *E*

Oversee all retirement issues, including workshops for STRS and PERS, and mandatory 457/403b workshops, costs of early retirements and golden handshakes. *E*

Respond to concerns or questions regarding procedures, pay, leaves, bargaining, retirement, independent contractors, employment and management issues, and other such activities. *E*

Perform complex and technical budget and financial analysis; prepare reports and presentations or recommendations as requested; collaborate with other departments to provide salary and benefit data to external agencies for salary surveys/studies, including federal and state reporting. *E*

Serve on a variety of district and county schools committees as needed; support bargaining negotiations and litigation by providing information, technical recommendations, solutions, and data analysis. *E*

Keep abreast of changes in federal, state, and county regulations. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, policies and procedures used in school district payrolls, accounting, auditing and related human resources activities.

Principles and practices of budget preparation, retirement and account code structures.

Principles and practices of supervision, training, leadership and communication.

Pertinent federal and state laws and procedures, including FLSA, COBRA, FMLA, benefits, leave accounting, tax withholding, social security and Medicare, IRC 125, salary reduction 403(b) and 457 plans, deductions, garnishment/levies, wages and unemployment insurance.

State and federal retirement plans, including PERS, STRS, and alternate retirement plans.

District organization, operations, policies, procedures and objectives.

A variety of record keeping, including statistical, research, analysis, and survey techniques.

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Modern office practices, procedures and equipment, including operation of a computer and related software, including Microsoft Office Suite, data-mining software, and file transfer methods.

Payroll, benefits and HRIS database systems.

ABILITY TO:

Manage, plan, prioritize, organize, implement, and integrate policies and procedures to ensure the accurate, proper, and timely operations of payroll & retirement activities.

Evaluate, develop, implement, and integrate departmental or district-wide payroll and related systems, procedures and controls; recommend district policy additions or modifications.

Read, understand, and interpret the application of district, county, state, federal laws, regulations policies and procedures, including provisions under bargaining unit agreements, labor, tax, education, and retirement law.

Evaluate and interpret complex statistical, narrative and financial data; present findings and make recommendations.

Work successfully with administrators, faculty, staff, outside agencies and the public, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Analyze situations accurately; adopt effective courses of action.

Research, assess and implement innovative technologies and procedures.

Hire, manage, evaluate, plan, supervise, train, and prioritize the activities of others.

Prepare and maintain a variety of district records, accounts and reports.

Monitor, audit, and reconcile payroll and benefits data, including wages and cost.

Develop and disseminate documentation for payroll, retirement and leaves accounting.

Manage assigned budget.

Operate as a resource for district administration, staff, and district bargaining team.

Exercise tact and diplomacy in dealing with sensitive, complex, and difficult situations.

Communicate clearly and concisely both orally and in writing.

Work confidentially with discretion; manage confidential records and documents.

Work independently with general direction, manage multiple projects, and develop/follow schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate degree in business, accounting, or closely related field and minimum four (4) years increasingly responsible payroll experience using an automated payroll system.

Desired Qualifications: public school environment and supervisory or lead experience

WORKING CONDITIONS:

Office environment; subject to constant interruptions. Position requires viewing a computer monitor for extended periods of time, typical keyboarding activities, reaching to maintain files, bending and standing or sitting for long periods of time. Incumbent may be exposed to dissatisfied or abusive individuals.