

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

PAYROLL MANAGER

MANAGEMENT CLASS SPECIFICATION

*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 within the job.*

GENERAL DESCRIPTION

Under the general direction of the Director of Business Services, and as a member of the management team in the Office of Business Services, the Payroll Manager performs a variety of technical and confidential duties related to the processing and administration of the district's employee payroll; supervises a staff involved in smooth and efficient payroll administration; serves as a resource to management and staff on the computerized integrated system (Banner) to include, Human Resources, Payroll, and Fiscal modules; ensures that employees are paid accurately and timely to ensure District compliance with applicable laws, guidelines, and mandates; assists in the research and implementation of the collective bargaining agreements as they relate to payroll matters; maintains a variety of confidential and sensitive payroll records and files; provides training and consultation to staff in areas related to payroll; and performs a variety of tasks relative to assigned area of responsibility.

The Payroll Manager may perform any of the duties of the Payroll staff, and is also responsible for the management and administration of the payroll for the district.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

The Payroll Manager shall:

1. Performs a variety of technical and confidential duties related to the supervision, processing, and administration of employee payroll; provides direction, guidance, advice, and counsel to Payroll staff, and reviews the work of assigned staff; evaluates the performance of assigned staff; schedules, recruits, trains, hires, and counsels assigned staff; maintains a variety of complex and confidential accounting and bookkeeping records concerning salary payments and deductions.
2. Organizes, directs, supervises, monitors, and generates payroll for all District employees; administers withholding for taxes, social security, unemployment insurance, and retirement; updates District-wide employee records for taxes, benefits, dues, and other deductions related to payroll and human resource matters (e.g. leave accounting, retirement, benefits). Calculates and processes levies, garnishments, advances, and other adjustments as needed; implements and facilitates District salary schedules.
3. Processes and edits W-2 forms as needed; computes and generates salary and benefit cost projections for budget development and collective bargaining obligations; maintains accurate balances of payroll expenditures for reconciliation with the District's budget; maintains a detailed control sheet for each payroll period.
4. Processes employee paychecks and distributes by mail or direct deposit; analyzes and maintains records for direct deposit authorization forms and registers; corresponds with bank representatives as necessary; responds to employee inquiries regarding pay check amounts or missing checks; interprets and explains laws, ordinances, regulations, policies and procedures; maintains current knowledge of Federal, State, and District codes and regulations as related to payroll processing and reporting.

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5. Responsible for the accurate administration of the Human Resources, and Payroll integrated system database (Banner); ensures that payroll calculations utilize the most current tax and salary tables, social security rates, and Medicare rates; sets up and maintains leave accounting system to include sick, extended sick, floating holidays, vacation, and other leaves in accordance with established District policies and procedures and applicable bargaining agreements; provides training and direction to staff on the Banner database and applicable reports related to Payroll; interacts with the Information Technology staff to develop, enhance, and modify departmental computing hardware and software.
6. Processes and inputs tax sheltered annuities and other third party deductions; issues warrants to related entities and companies for each payroll period.
7. Works closely with each retirement system (State Teachers' Retirement System and Public Employees' Retirement System) in reporting accurate information regarding employee membership, creditable compensation, and contributions and the affect of collective bargaining in compensation matters, including extra compensation, differential pay issues, and retirement incentives; provides information concerning separation and status changes; sets up, reports and monitors employee buybacks and retirement system contributions; keeps abreast of the latest legislative changes regarding retirement reporting.
8. Utilizing the Banner system database and other computerized resources, prepares a variety of statistical and analytical reports as required, including taxation information, FICA, Medicare, and unemployment insurance.
9. Serves as a liaison for the District to various agencies and governmental units; respond to inquiries and provide confidential data and analysis, as requested; implements adjustments as needed; assists in internal and external auditing processes by providing confidential data and reports; answers questions; retrieves documents as needed; conducts actuarial evaluations as required.
10. Develops, recommends, and implements Payroll policies and procedures; prepares and maintains documentation on policies, procedures, laws, and regulations.
11. Participates in developing department goals, objectives, and systems; participates in management and staff meetings; attends seminars and conferences; provides information as necessary to staff, public, and other agencies, as needed.
12. Works closely with Human Resource and fiscal staff to ensure efficient and coordinated operation of the Payroll unit.
13. Performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Effective supervision techniques and practices.
2. Principles, practices, and terminology related to payroll administration.
3. Basic principles and procedures of governmental accounting and auditing.
4. Current requirements and regulations of taxing authorities, financial institutions, and other entities related to payroll deductions.
5. Basic mathematical principles.
6. General and specialized human resource payroll and management software packages, databases, internet navigation, spreadsheet and word processing applications.
7. Modern office procedures, methods, and equipment including computer operations and software.
8. Pertinent Federal, State and local laws, codes and regulations.

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Ability to:

1. Supervise and direct the work of assigned staff to achieve the goals of the payroll function as a part of the Office of Business Services.
2. Communicate with technical and non-technical users clearly and concisely, both orally and in writing.
3. Prioritize work while maintaining a high level of customer service.
4. Pay employees on time and correctly.
5. Work effectively in a collegial teamwork environment.
6. Perform a variety of technical payroll processing functions.
7. Ensure that all payroll deductions are proper and accurate.
8. Perform accurate and efficient mathematical calculations.
9. Prepare a variety of accurate and detailed financial reports.
10. Maintain a variety of complex and confidential files and records.
11. Ensure adherence to applicable Federal and State rules and regulations.
12. Respond to requests and inquiries from employees.
13. Establish and maintain effective working relationships with those contacted in the course of work.
14. Maintain confidentiality of sensitive information and work performed.
15. Effectively communicate with others and ability to develop and deliver proactive training in Payroll areas.

Skill to:

1. Strong interpersonal skills.
2. Excellent organizational skills and initiative to improve processes.
3. Technical payroll accounting and mathematic skills required to process payrolls.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

A Bachelor's degree in Accounting, Business, Human Resources or related field from an accredited institution, plus five (5) years of payroll experience with increasing responsibilities.

Certified Payroll Professional (CPP) Preferred.

Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students and staff.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical: While performing the duties of this job, the employee is required to have the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. The employee frequently is required to sit, reach with hands and arms, talk, and hear.

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NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

APPOINTMENT

The Payroll Manager shall be selected by the Governing Board upon the nomination of the District Chancellor.

Adopted by the Board of Trustees June 26, 2007
Effective: June 26, 2007
Revised: 10/1/14 department transfer
Job Family: Administrative
(p:/Payroll Manager)