Classification Title: Manager, Payroll

Department: Payroll  
FLSA Status: Exempt

Staff Category: Administrative Association (Classified Administrator)  
Salary Range: 55

Supervision Received From: Director, Fiscal Services  
Original Date: July, 2012

Supervision Given: Classified Staff in Payroll  
Last Revision: July, 2012

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.

JOB SUMMARY.

Responsible for planning, organizing, managing and controlling the activities, services and operations of the College’s payroll services including: assuring timely and accurate reporting; accounting and distribution of salary and wage payments for all College employees; and recording and maintaining payroll-related information for College management and external agencies, including tax and retirement reporting.

DISTINGUISHING CHARACTERISTICS.

The Manager, Payroll is distinguished from other fiscal managers by its responsibility for managing the College's payroll function.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

2. Manages and oversees the day-to-day operations and activities of the District’s payroll function; coordinates and oversees payroll processing for all District employees; establishes departmental goals and objectives.

3. Establishes, revises and updates payroll procedures and policies to improve the efficiency and effectiveness of payroll operations; assures department and District-wide compliance with Federal, State and District payroll regulations and procedures.

4. Manages the processing and maintenance of District accruals and a variety of leaves of absence for eligible employees.

5. Develops and verifies the accuracy of work calendars for administrative, faculty and classified personnel working ten-, eleven- and twelve-month schedules; ascertains the legality, taxation, retirement reporting, and the offering of alternative pay schedules.
6. Audits the accuracy of hours worked by applicable employees, including short-term, substitute and seasonal employees.

7. Interprets, applies, and assures compliance with applicable laws, codes and regulations; remains current on applicable legislative decisions and developments.

8. Assembles, develops, monitors, and administers the department budget; authorizes the purchase of equipment, supplies and materials as needed.

9. Audits, corrects and reconciles Federal and State OASDI and Medicare wages to assure accurate issuance of original, corrected and duplicate W-2 forms.

10. Enforces minimum wage and overtime legal provisions and remains current on laws affecting payroll; oversees the enforcement of levies, garnishments and other withholding orders.

11. Oversees and coordinates retirement incentives and retroactive pay adjustments; oversees the reconciliation, requesting and depositing of Federal, State, OASDI, Medicare, and unemployment taxes.

12. Authorizes and oversees the processing of payroll warrants, including regular, special, replacement, cancelled and voiced, as well as the issuance of special checks to disburse returned automatic payroll deposits; oversees the distribution of all payroll warrants and direct deposit advises; ascertains the creation and transmission of Warrant 7 files; ascertains the creation, balancing, and transmission of ACH files to financial institutions to disburse funds for direct deposits; authorizes payment to cover such disbursements; authorizes accounts payable warrant requests to cover general deductions and savings plans.

13. Oversees the establishment of retirement membership in the Public Employees’ Retirement System (PERS), State Teachers’ Retirement System (STRS) and the Accumulation Program for Part-Time and Limited-Service Employees (APPLE); assures the withholding and remittance of retirement contributions; audits, corrects and remits retirement reports and tapes.

14. Recommends and implements District payroll policies for the various employee groups; implements payroll education codes, salary schedules and salary changes resulting from position changes, anniversary dates, salary studies and reclassifications.

15. Compiles and organizes payroll data and prepares reports and summaries to assist management personnel in budgeting and collective bargaining processes.

16. Provides technical expertise to District administrators regarding payroll operations and assists in developing new policies and procedures as required.

17. Communicates with representatives of government agencies, financial institutions and retirement systems to exchange information, resolve issues and coordinate activities; interprets collective bargaining contracts for payroll requirements.

18. Oversees the coordination of remittance of voluntary deductions and automatic payroll deposits.


20. Prepares comprehensive financial and statistical reports related to payroll, retirement, leaves of absences and unemployment insurance; assures distribution to appropriate offices and agencies; analyzes and compiles financial data to assist management in budgeting and collective bargaining processes.

21. Confers with Information Systems and payroll staff to coordinate efforts, modify functionality and enhance automated systems and reporting capabilities.
22. Oversees the processing of various documents, including tax withholdings, authorizations for direct deposits, voluntary deductions, and union dues.

23. Authorizes expenditure transfers generated by payroll personnel.

24. Meets with individual employees on a variety of work-related issues, concerns, problems, and projects; provides guidance and support and recommends solutions and options.

25. Interprets, applies, and assures compliance with Federal, State, and local codes, laws, and regulations, as well as District policies, procedures, rules, and regulations involving compensation, leaves, benefits, and retirement systems; ensures compliance with applicable education and government codes and retirement system laws; ensures responses to employment verifications, court-ordered subpoenas for employee records and unemployment insurance benefit audits while ascertaining compliance with Federal Privacy Act regulations to reduce liability on release of employee assignments and pay information.

26. Develops payroll processing deadlines.

27. Collaborates with Information Systems staff to resolve complex procedural, operational, and technical problems, modify payroll module functionality, and enhance reporting capabilities; supervises the development and maintenance of automated payroll module documentation and procedures; manages the analysis, evaluation, design, development, testing, implementation and maintenance of automated payroll module; oversees the resolution of database problems; recommends and requests the writing, modification and generation of ad hoc queries and reports; authorizes security profiles.

28. Identifies opportunities for improving efficiency and procedures; identifies resource needs; implements operational and procedural process improvements.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

2. Participates in shared governance through service on planning and/or operations committees and task forces.

3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Managerial principles and practices.
2. Applicable Federal, State, local and District laws, regulations, and policies governing payroll.
3. District payroll policies and procedures.
4. Accounting, auditing and internal control principles, practices, and procedures.
5. Principles and practices used in community college payroll procedures.
6. Federal and State payroll reporting requirements.
7. District management and bargaining unit agreements and contracts.
8. Deferred compensation and taxable fringe benefits reporting.
9. Withholding, tax deposit, filing of tax returns, W-2 and other payroll regulations.
11. Customer service principles, including the use of tact, patience, and courtesy.
Skill in:
1. Supervising, training and evaluating the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing and maintaining department budget.
6. Presenting proposals, recommendations, and technical information clearly, logically, and persuasively.
7. Planning, organizing, directing, and controlling the activities, services and operations of the District’s payroll function.
8. Providing technical expertise and guidance to District administrators concerning payroll.
10. Interpreting, explaining, and applying applicable Federal, State, and District rules, regulations, and policies.
11. Monitoring, adjusting, and reconciling payroll data.
12. Analyzing payroll data and preparing reports, summary conclusions and recommendations in accordance with generally accepted accounting principles.
13. Operating computerized accounting system software.
14. Communicating clearly and concisely, both orally and in writing.
15. Responding effectively to all situations/incidents using sound judgment and decision-making skills.
17. Performing complex payroll preparation and verification.
18. Working independently with little direction.
19. Preparing reports by compiling and organizing data from a variety of sources.
20. Maintaining accurate and complete records.
21. Maintaining confidentiality and discretion in work.

Experience and Training Guidelines:

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

Experience:

Five years of experience in a computerized payroll department, including two years of supervisory experience.

Education/Training:

Bachelor’s degree in accounting, finance, or a related field.

WORKING CONDITIONS.

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, and students.
**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time.