

**PAYROLL MANAGER****DEFINITION**

Under general administrative direction, plans, directs, organizes, manages, supervises, and participates in the payroll processing, record management and payroll reporting activities and functions; performs the more complex and specialized payroll fiscal records management and reporting functions; coordinates employee retirement enrollment process; report and processes all employee payroll related taxes, maintains and analyzes the District's computerized payroll functions and does other related work, as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the District Controller.

Provides direct supervision to payroll administrative, technical and support staff, as assigned.

**EXAMPLES OF DUTIES**

- Plan, organize and supervise the maintenance of employee payroll records, the computation of payroll data and related employee benefit deductions to ensure compliance with all state and federal labor laws and the collective bargaining provisions of District labor contracts.
- Maintain evaluate and develop changes to the payroll business and computer systems and procedures; as needed.
- Audit, monitor and clarify payroll related documents, including time reports, payroll listings and other similar materials.
- Review, interpret and apply policies, guidelines and regulations concerning salary computations, leave benefits, State and Federal tax withholding procedures and retirement and tax shelter annuities.
- Compute and prepare the documents pertaining to federal and state quarterly tax payments; prepare and issue all W-2's and file all year-end documents.
- Confer with District and work unit personnel concerning personnel services assignment changes that would affect salary computations; monitor deferred pay for faculty; prepare journal entries for payroll adjustments, as needed.
- Work with Information Technology staff to coordinate processing of accurate and timely payroll; work with outside agencies, banks and vendors on payroll related issues.
- Supervise, review and monitor and evaluate the performance of payroll staff; participate in the hiring and termination of employees, as needed.
- Monitor, audit and participate in the employment processing new employees, employee separation, promotions, salary advancement, sick and vacation leaves computation and retirement benefit computations.
- Answer complex inquiries relating to payroll information and data; review and/or process all special payroll adjustments, such as retro pays, over or under payments or retirement adjustments.
- Perform other duties as assigned

## **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles, methods, practices, and procedures of payroll management systems, accounting, and fiscal planning;
- Legal mandates, policies, and regulations pertaining to payroll and employee benefits record management and reporting;
- Integrated computer-assisted payroll record systems, equipment, and terminology applicable to the District;
- Standard office computer software applications, such as Word and Excel;
- Practices, strategies and techniques of organization, supervision, and employee motivation and training.

### **Ability to:**

- Perform responsible and complex payroll and employee benefits record management and analysis functions and activities;
- Understand and analyze work flow processes related to payroll;
- Organize, supervise, train, and evaluate the performance of payroll clerical personnel;
- Prepare informational, statistical, and narrative payroll and other related reports in a clear and concise manner;
- Review, audit, and verify a variety of payroll related summaries and reports, including computer-prepared management output reports;
- Effectively and efficiently operate standard office machines, including word processing equipment, micro-computers and computer terminals;
- Understand and carry out oral and written directions;
- Establish and maintain a cooperative working relationships.

### **Licenses and Certificates:**

Possession of a valid California Motor Vehicle Operator's License.

### **Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.

- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- Education: Equivalent to the completion of an Associate of Arts or higher degree in accounting, business administration, or related courses.
- Experience: Three years of lead or supervisory payroll experience, preferably with an educational agency.

*Class Adopted: 3/1/09*

*Class Amended: 5/8/18*