



PAYROLL TECHNICIAN, SENIOR

SALARY GRADE: [C1-51](#)

DEFINITION:

Under the direction of an assigned supervisor, perform complex functions for processing and balancing payroll for faculty and administrative personnel; serve as technical resource regarding payroll functions.

DISTINGUISHING CHARACTERISTICS:

The Senior Payroll Technician serves in a lead capacity and performs the overall balancing of payroll accounts from several employee groups. The Payroll Technician II processes payroll for an assigned employee group.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Perform complex functions for processing, auditing and balancing payroll for faculty and administrative personnel; run and review exception reports during payroll trial runs; analyze, audit and approve final payroll for all employee groups; reconcile mid-month and month-end payroll gross to net and prepare payroll summary and tax recap including submit tax transmittals to Employment Development Department (EDD) and Internal Revenue Service (IRS) and county electronic fund transfer for direct deposit, alternative retirement systems and third party common remitter for deferred compensation.
2. Reconcile assigned payroll clearing accounts, reconcile W-2 monthly, prepare finance journal entries and prepare fiscal year-end payroll accruals.
3. Monitor overall compliance faculty retirement reporting, including member eligibility, research and process prior period adjustments, service reporting updates and correspondence with State teacher retirement system.
4. Assist in the set up of new and update current earnings and deduction code for effective interface across applicable employee groups.
5. Collaborate with Educational Technology Services (ETS), Benefits Unit, Human Resources and Finance to perform planned payroll functional testing as assigned.
6. Review online faculty leave reports for compliance with contractual obligations and system requirements and recommend corrective actions as needed.
7. Interpret and explain payroll laws, ordinances, regulations, district policies and procedures; maintain current knowledge of federal, State, union agreements and District policies, rules and codes related to payroll functions.
8. Oversee the preparation, maintenance and review of a variety of detailed payroll records and reports; provide technical guidance to staff as needed; serve as technical resource regarding payroll functions.
9. Calculate and process garnishments and levies, payroll exceptions, pay increases, retros and other adjustments; verify entries to deductions for retirement contributions.
10. Administer collection measures on identified earnings overpayments and prepare draft W2c as needed.
11. Process payroll for all faculty performing special projects such as short courses and classified employment.

12. Operate a computer, calculator and related office equipment.
13. Monitor and update rules and validation tables for payroll processing for all employee classes.
14. Assist in preparing State and federal tax reports as necessary.
15. Attend meetings as assigned.
16. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Preparation, maintenance, verification and processing of payroll records.
2. Payroll policies and procedures.
3. Practices of financial and statistical record keeping.
4. General laws, rules and policies affecting retirement systems, payroll records and programs.
5. District collective bargaining agreements' specifics related to payroll and benefits issues.
6. Applicable laws, rules and regulations related to assigned employee groups.
7. Financial record-keeping techniques and accounting principals.
8. Operate a computer and assigned software.
9. Ellucian or other large side HRIS computer system.
10. Microsoft Office and database query tools.
11. Modern office practices, procedures and operation of office equipment.
12. Oral and written communication skills.
13. Logical problem solving skills with follow through and strong attention to detail.
14. Maintain confidential records/files and prepare reports.
15. Technical aspects of field of specialty.
16. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform complex functions for processing and balancing payroll for all employee groups.
3. Serve as technical resource regarding payroll functions.
4. Explain Gross to Net and or payroll-related information to employees clearly and accurately.
5. Prepare complex payroll summary and reconciliation reports.
6. Add, subtract, multiply and divide quickly and accurately.
7. Operate a computer and related office equipment.
8. Communicate effectively both orally and in writing.
9. Analyze situations accurately and adopt an effective course of action.
10. Utilize independent judgment and initiative.
11. Meet timelines.
12. Plan and organize work.
13. Establish and maintain cooperative and effective working relationships with others.

Education and Experience

Any combination equivalent to:

1. Associate's degree in accounting, finance or related.
2. Five (5) years increasingly responsible financial record keeping experience including payroll preparation and maintenance experience.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 20 lbs.

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