



PAYROLL TECHNICIAN, SENIOR

DEFINITION

Under direction, coordinates the preparation, maintenance, and processing of the District's payroll; prepares, maintains, and distributes a variety of payroll records and reports; processes multiple payroll cycles to ensure employees are paid in an accurate and timely fashion and in accordance with their employment status and applicable laws, personnel rules and policies, California Public Employees Retirement System (CalPERS) and California State Teachers' Retirement System (CalSTRS) laws and reporting rules, collections procedures, Board policies, and collective bargaining agreements; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Payroll Supervisor. Exercises technical and functional direction and provides training to assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the paraprofessional Payroll Technician series. Incumbents perform the most complex technical work in support of the District's payroll and human resources information systems. Incumbents are responsible for the overall preparation and distribution of payroll, maintenance of payroll records, and required reporting in accordance with federal, state, and local regulations, education codes, and District policies. This class is distinguished from other finance and accounting support classifications in that it requires specialized subject matter expertise in payroll, requiring additional levels of skill and training. This class is further distinguished from the Payroll Supervisor in that the latter oversees all district payroll functions (including preparation, reconciliation, taxes, reporting, and calculation of deductions) and supervises the payroll staff.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Runs payroll processes for full-time and adjunct faculty, and student, temporary, and classified personnel by performing an extensive list of critical steps to open, audit, and complete multiple payroll cycles.
- Conducts difficult and complex payroll calculations and performs various audit and verification procedures related to employee payroll such as taxable gross reconciliation.
- Coordinates communication between divisions, departments, payroll, accounting, and human resources to ensure employees' job records are entered into the human resources information system in an accurate and timely manner and in accordance with established payroll schedule.
- Coordinates communication within the Payroll Department to ensure smooth and efficient payroll activities, streamline payroll processes, and prevent duplication of efforts.
- Coordinates the preparation, maintenance, updating, and processing of electronic timesheets.
- Assists the Payroll Supervisor with the processing of multiple monthly payrolls ensuring timely and accurate payments to employees; acts as Payroll Supervisor in his/her absence with the exception of the supervision of staff.

- Reconciles payroll clearing accounts and performs corrections through payroll adjustments or journal vouchers when necessary to resolve discrepancies.
- Performs collection of overpayments in accordance with policies and rules.
- Enters adjustments within the enterprise system to process employee retroactive pay, tax withholding, wage garnishments, and other payroll deductions.
- Prepares and reconciles CalSTRS employee retirement reports monthly and submits to appropriate reporting agency.
- Monitors the proper processing and data inputting of payroll technicians with regard to employee voluntary deductions, vacation, compensatory time, and sick leave usage and accrual; performs duties of payroll technicians as necessary.
- Assists departments and employees by providing payroll information, explaining procedures, and answering retirement and labor contract questions pertaining to payroll.
- Assists with implementation, testing, and training of automated enterprise application systems or emerging technologies related to the payroll transactions of the District.
- Scans and archives payroll documents in accordance with department and Board policy.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of employee supervision.
- Payroll reporting and payment requirements of various state and federal agencies and benefit providers.
- Processes and techniques related to the processing and recording of payroll.
- Employee benefits processes as they relate to payroll, and laws, rules, regulations, procedures, and financial transactions related to employee benefits.
- Computerized accounting and finance systems, and computer software and systems related to payroll processes.
- Computer applications related to work, including word processing, database, and spreadsheet software.
- Record keeping, information processing requirements, and rules and policies related to the production of an employee payroll.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including the District's various contracts and documents.
- Principles and practices of auditing payroll documents.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- 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.

- Review payroll and other financial documents for completeness and accuracy.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures of accounting, payroll processing, employee record-keeping functions, and basic employee benefits processes.
- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll issues.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research payroll and related accounting records and files.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to an Associate's degree in accounting, finance, business administration, or related field from an accredited college or university, and five (5) years of experience in payroll, accounting (including the processing and preparation of employee payroll), and/or financial and accounting processing and record keeping.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C1-51

FLSA: Non-Exempt

EEO Code: H-30

Board Approved: April 2021