



## **Payroll Manager**

**Management Range: I 3**

Board Approved: 06/20/2019

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*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; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the direction of appropriate administrator, the Payroll Manager is responsible for all areas related to payroll including preparation and analysis of general ledger, financial and government reporting, retirement reporting, payroll deductions, employer benefits, tax filings, collection of accounts receivable, year-end, payroll warrants and other disbursements. The Payroll Manager provides highly responsible and complex administrative support to the assigned administrator, coordinates assigned activities with other departments, divisions, and outside agencies, and is responsible for ensuring that work is properly allocated, completed in a timely manner, and adheres to established policies and procedures.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Develops and maintains the integrity of the payroll processing systems including, but not limited to, accurate and confidential payroll and attendance records, pay calculations, time sheet and employment verification, new hire information, and voluntary deductions.
2. Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for performing complex and highly technical financial record keeping and accounting duties for payroll district operations and services including the preparation and maintenance of general ledger, financial reporting, year-end, payroll warrants and other disbursements.
3. Prepares reports for governmental jurisdiction including state and federal reports, use tax reports, Department of Education reports.
4. Reviews and implements changes in state and federal laws.
5. Reviews, audits, and oversees local, state and federal reporting including MIS, FON, Government Compensation in California Program Reporting, Transparency in Public Records Act, Part time Faculty Compensation for California, and Faculty Load.
6. Establishes schedules and methods for providing technical accounting and financial record keeping services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
7. Maintains familiarity with all aspects and procedures of the District's payroll office, including compliance with Budget and Accounting Manual.
8. Ensure an accurate and timely reporting of various reports and statements of governmental jurisdiction, including retirement, health insurance, Department of Education, all monthly, quarterly, and year-end jurisdiction including retirement, health insurance, Department of Education, all monthly, quarterly, and year-end financial reporting.
9. Maintains records concerning operations and programs; prepares reports on operations and activities.
10. Participates in the development of goals and objectives as well as policies and procedures to support



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campus fiscal and business operations; makes recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; and monitors work activities to ensure compliance with established policies and procedures.

11. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
12. Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for processing District-wide payroll including preparing, monitoring, reconciling, analyzing and maintaining of payroll records.
13. Oversee and ensure accurate processing of classified academic
14. Provides accounting information and assistance to administrators and staff, responds to financial questions/concerns to meet district needs, coordinates communications with other departments and a variety of outside governmental offices and agencies.
15. Participates in year-end closing of the general ledger for year-end financial reporting.
16. Participates in annual audit with internal and external auditors; ensures audit is completed within District timelines.
17. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of payroll related accounting operations; incorporates new developments as appropriate into programs.
18. Supports the appropriate administrator with special projects and workflow process improvements.
19. Performs related duties as required.

### **QUALIFICATIONS**

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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:**

- Operations, services and activities of a community college district payroll processing program.
- Principles and practices of accounting as related to a community college district.
- Application of electronic data processing to accounting practices and reporting requirements.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping and internal control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Generally Accepted Accounting Principles (GAAP), California Community Colleges Budget and Accounting Manual (BAM).
- Pertinent federal, state and local laws, codes and regulations.

#### **Ability to:**



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- Supervise, organize, and review the work of assigned staff involved in performing complex and highly technical financial record keeping and accounting duties for various campus operations and serves and District payroll.
- Select, train, and evaluate staff.
- Analyze and solve problems.
- Understand financial reporting and general ledger structure.
- Recommend and implement goals, objectives, policies and procedures for providing payroll processing services.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws and regulations.
- Prepare clear and concise reports.
- Perform difficult and complex accounting work in the preparation, maintenance and review of all financial records, accounts and reports.
- Plan, organize and participate in financial and statistical record-keeping activities.
- Participate in the preparation and administration of assigned budgets.
- Audit, reconcile, verify, balance and adjust complex and detailed payroll accounts.
- Analyze and interpret computerized data reports related to payroll and record keeping.
- Assure compliance with applicable policies, procedures and governmental regulations.
- Plan and organize work to meet changing priorities and deadlines.
- Respond to questions and inquiries from employees and resolve payroll problems with tact and proficiency.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

- Associate's degree from an accredited college or university with major course work in accounting, finance or related field. Sixty (60) units of college level course work including 20 units in accounting, bookkeeping or related field and five (5) years' experience in payroll administration can be substituted in lieu of the Associates degree.

#### **Required Experience:**

- Four (4) years of increasingly responsible general accounting experience and two (2) years of administrative and/or lead supervisory experience.

#### **Preferred Experience:**

- A Bachelor's degree in accounting, finance or related field from an accredited college or university.
- Experience working in a California Community College or any public agency accounting environment.



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### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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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.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.