

## PAYROLL OFFICER

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### **DEFINITION:**

Under general direction, to prepare, review and process payroll for employees; to prepare related documents and records; to install salary schedules from negotiated contracts; to perform payroll and benefits accounting duties; and to perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

This position independently performs the full range of payroll preparation and related accounting functions within established accounting guidelines, laws and regulations.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Prepares, organizes and processes payroll; reviews and verifies records, documentation, procedures and reports; updates and maintains the payroll master file;
- Audits documents for completeness, accuracy, and conformance with policies and procedures;
- Designs and maintains complex spreadsheets to use as tools in tracking and projecting accounts including; benefits budgets, deductions, leave balances, and Section 125 deductions;
- Produces unscheduled manual or supplementary pay warrants, following payroll system procedures and auditing documentation;
- Implements campus-wide retroactive pay adjustments based on new contracts;
- Maintains and reconciles employee leave records and balances;
- Performs a variety of functions in the payroll system, including updates of the vendor file, job code listing, account conversion table, and hourly and daily rate records of STRS;
- Provides customer service as it relates to pay, benefits and leave balances; responds to inquiries from staff and management concerning payroll-related issues; applies policies, rules and procedures appropriately; and explains payroll adjustments;
- Compiles, researches and prepares a variety of periodic and special reports;
- Serves as a liaison to external agencies as assigned.
- Receives and processes reports to initiate procedure for replacement of lost or stolen payroll warrants;
- Processes various periodic billings for services such as insurance and dues;
- Releases payroll and employment information to legally authorized agencies;
- Performs accounting-related duties on a back-up basis, such as reconciling bank statements, processing refunds to retirees, processing insurance payments, and journal entries.

**MINIMUM QUALIFICATIONS:**

Knowledge of:

Applicable college policies; federal, state and education codes, laws, and regulations; and requirements pertaining to payroll.

General accounting and bookkeeping practices and procedures including knowledge of district and county requirements;

Standard office equipment including calculators, computers, typewriters and copiers.

Payroll processing and reporting systems.

STRS and PERS regulations and procedures as related to payroll and benefits processing.

Skill in:

Interpreting and applying payroll regulations and policies including tax withholding, benefit and retirement deductions, wage attachments, and voluntary deductions.

Data base, reporting software, advanced spreadsheet design and word processing.

Fast and accurate alpha-numeric data entry.

Performing arithmetic calculations rapidly and accurately.

Exercising independent judgement in identifying and resolving payroll and accounting problems.

Organizing work to meet strict deadlines and perform unexpected tasks.

Establishing and maintaining effective working relations with those contacted in the course of the work.

Maintaining confidentiality of employee salary information.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of college level coursework in accounting, and five years experience administering all phases of in-house payroll systems and applying California payroll regulations. Experience in an educational institution is desirable

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Vision sufficient to read computer screens, and handwritten and printed documents; manual dexterity to operate keyboards and manipulate papers; speech and hearing to obtain and relay information; bending and reaching to obtain or replace files and records. This work is performed indoors in a typical office environment.