

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

DIRECTOR of PAYROLL SERVICES

(Management Salary Range 3)

Job Code: 1034

CLASS PURPOSE

This position reports to the Vice Chancellor for Finance and Administration or designee, and plans, organizes, coordinates, and supervises the operations of the district-wide payroll functions.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Directs the payroll department in the timely processing and updating of all District payroll functions.
- Directs the payroll department in the timely processing and updating of all payroll functions District-wide including; record-keeping and reporting of employee payroll deductions, employee Federal and State tax information and fringe benefits.
- Coordinates all payroll work flow, including input and output.
- In collaboration with Information Technology and Human Resources, establish processes and implementation methods for various compliance issues, including: Affordable Care Act, part-time sick leave accrual and tracking, and annual Minimum Wage updates.
- Ensures accuracy of all payroll information.
- Oversees the quarterly and year-end tax balancing and auditing process. Ensures payment of payroll taxes and withheld wages and preparation of federal, state tax returns.
- Audits payroll registers and prepares them for transmittal to the County.
- Maintains liaison with county, state, and federal agencies and with insurance companies.
- Prepares all required reports on a timely basis.
- Directly supervises and trains District payroll office staff, and coordinates payroll activities with college business offices.
- Maintains current files of District payroll policies and procedures, and federal and state regulations.
- Researches and assembles records, data, and confidential materials; disburses materials to authorized individuals and agencies.
- Reviews District policy matters with the Assistant Vice Chancellor for Budget and Finance.

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- Works closely with the Human Resources Department on many matters pertaining to employee compensation.
- Works closely with the Information Technology Department to evaluate, maintain and update the District's payroll systems.
- Develops, generates, monitors, and distributes detailed written and statistical reports and memos pertaining to request for confidential records and data; maintains confidential correspondence records and files.
- Acts as liaison between employees and retirement (PERS, STRS, etc.), insurance and other payroll-related agencies.
- Resolves the most complex, difficult problems, and discrepancies, and handles non-routine inquires related to payroll documents and records.
- Interprets and explains district operating procedures, rules and regulations relating to payroll processing to staff, administrators, and employees.
- Provides information as necessary to staff, students, and the general public and to other agencies.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university in accounting, business administration or a related field and four (4) years of financial or accounting record keeping experience with recent experience in a position having significant payroll responsibilities in the coordination and supervision of payroll operations.
2. Knowledge and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g. MS Office Suite: MS Word, Excel and Access), the Internet browser, websites and E-mail.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Payroll experience in a community college/school district or county agency.
- Knowledge of:
 - General payroll bookkeeping, record keeping and filing procedures.
 - Federal and State laws, rules and regulations pertaining to payroll reporting, practices and procedures.
 - Principles and practices of supervision.
 - Modern office practices and procedures.
 - Payroll preparation and verification procedures
- Ability to:
 - Maintain current knowledge of applicable laws, regulations, retirement systems and

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- collective bargaining agreements which impact preparation of payrolls.
- Implement Education Code provisions affecting payrolls and benefits, District policies and collective bargaining agreements regarding various leaves and Payroll.
- Perform confidential, technical and complex duties.
- Work confidentially with discretion on privileged and sensitive information.
- Communicate effectively with staff, students, the public and staff of other agencies.
- Make arithmetic calculations quickly and accurately.
- Work under pressure of deadlines while maintaining a professional attitude.
- Exercise independent judgment and decisions on payroll matters.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Created: April 21, 2015

Updated: May 5, 2015