

**PERALTA COMMUNITY COLLEGE DISTRICT - July 25, 2007**

**CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION**

**PAYROLL COORDINATOR  
(Confidential Salary Range 30)  
Job Code: 959**

**CLASS PURPOSE**

Under direction of the Payroll Manager, performs assigned duties using independent judgment with minimal direction; prepares and processes classified and certificated payrolls and provides information to employees regarding payroll matters.

**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.

- Provides administrative assistance to the payroll manager in the daily operations of the office.
- Oversee, coordinate, and perform a wide variety of complex, responsible, and confidential technical and administrative duties; research and assist in costing proposals for negotiations.
- Trains and provides work direction of payroll staff.
- Prepares and processes all classified and certificated payrolls, including new hires, substitutes, part-time, terminations and retirements.
- Sets up retirement accounts with STRS and prepares response to inquiries on retirement reports (i.e., STRS exceptions list, and all other inquiries regarding retirement).
- Ensures accuracy of reports on contributions to all the retirement systems including STRS, PERS and the Apple Plan.
- Ensures timely delivery of garnishment and correct calculation of levies, attachments as required by law.
- Provides information to employees regarding payroll matters.
- As specifically directed, conveys routine information to management regarding employee-employer relations, contractual issues.
- Performs research and other work related to a variety of employee-employer relations matters, negotiations and collective bargaining agreements.
- Maintains and processes all deductions, including credit union deductions, insurance and union dues.
- Ensures timely deposits of federal and state taxes, including unemployment.
- Prepares payroll journal entries and journal entry adjustments.

**Job Description:** Payroll Coordinator

- Issues manual checks; makes adjustments to payroll checks.
- Transmits payroll check registers to the County and resolves problems related to transmissions.
- Acts as liaison between the District and the retirement systems, government agencies and outside providers or agencies.
- Responsible for direct deposits input, transmissions and problems related to direct deposit.
- Maintains accurate files and records for all tax-deferred programs, such as tax shelter (403b plan) and tax deferred benefit plans (Cafeteria Plan 125).
- Operates various office equipment including computer, calculator, peripheral equipment and copier.
- Assists in balancing the contract for certificated employees and calculates retro payments.
- Maintains confidential files.
- Researches and investigates problems and follows up as necessary to assure problems are resolved.
- Researches and assembles records, data, and other materials related to employer/employee relations, labor relations activities and other confidential matters.
- Composes correspondence and prepares reports for management.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Equivalent to a Bachelor's Degree from an accredited college or university in accounting, business administration or a related field and two (2) years of financial or accounting record keeping experience; OR an equivalent combination of training, education and experience that could likely provide the desired knowledge and abilities to perform the duties of the position.
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**

- Three (3) years experience in payroll accounting.
- Knowledge of:
  - General payroll bookkeeping, record keeping and filing procedures.
  - Payroll preparation and verification procedures.
  - Telephone techniques and etiquette.
  - Knowledge of Peoplesoft.

**Job Description:** Payroll Coordinator

- Ability to:
  - Learn and implement Education Code provision 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, and 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.
  - Analyze difficult situations and make appropriate decisions.
  - Maintain cooperative working relationships with those contacted in the course of work.
  - Meet schedules and timelines.
  - Plan and organize work; multi-task assignments in a fast pace environment.
  - Attend to details.

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

Standard Office Equipment.

Revised: N/A