

# PERALTA COMMUNITY COLLEGE DISTRICT

## CLASSIFIED MANAGEMENT JOB DESCRIPTION

### **PAYROLL MANAGER (Management Salary Range 1) Job Code: 1051**

#### **CLASS PURPOSE**

This position reports to the Director of Payroll Services or designee, and manages the payroll and reporting preparation and production of the District Payroll Office.

#### **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.

- Manages, monitors and assists payroll office staff in the timely entry and processing of all District payroll time sheets, additional payments, general deductions, tax withholdings, and direct deposits.
- Manages all payroll work flow both within the department and with other departments within the District. This includes ensuring proper staffing during critical periods.
- Ensures accuracy of all payroll information.
- Assures employee withholdings (savings plan, garnishments, union dues, etc.) are remitted accurately and timely.
- Calculates and reconciles payroll tax deposits and assures they are remitted accurately and timely.
- Assures retirement plan reporting is accurate and timely.
- Establishes annual, quarterly, and monthly schedule of payroll deadlines.
- Assures that all payroll payment and reporting deadlines are met.
- Interprets and explains District policies, bargaining unit contracts, and Federal, State, and local regulations to staff, administrators, and employees.
- Trains District payroll office staff on the software and hardware used by Payroll, including upgrades, updates, and conversions.
- Develop and monitor internal controls related to payroll processing and issuance.
- Supervises and evaluates assigned staff, including monitoring, review, and performance evaluations of their work.
- Researches and assembles records, data and confidential materials; disburses materials to authorized individuals and agencies.
- Point of contact with the Information Technology Department to resolve system errors, update

programs to make processes more efficient and accurate, and act as payroll subject matter expert.

- Point of contact with the Human Resources Department in matters that require Payroll expertise, such as wage and hour changes, leave matters, grievances or any similar issue requiring Payroll involvement.
- Resolve issues between employees and retirement agencies, tax agencies, or assorted third party agencies that are payroll-related.
- Researches and resolves escalated problems and issues from payroll office staff.
- Provides information as necessary to staff, administrators, employees, and 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 recent experience in a position having significant payroll responsibilities in the coordination and supervision of payroll operations.
2. Minimum one year of supervisory experience in a payroll environment.
3. 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.
4. 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.
- Certified Payroll Professional (CPP) certification preferred
- Experience with PeopleSoft or similar payroll systems, utilizing report writer functionality, understanding the relationships of tables and records to the outgoing product.

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

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

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