

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PAYROLL TECHNICIAN

SUMMARY DESCRIPTION

Under the direction of the Director of Payroll, perform a variety of complex and specialized accounting functions in the processing of District-wide payroll including the interpretation of applicable laws, codes and regulations; maintain accurate, complete and confidential payroll and other personnel records; and maintain communication with appropriate staff and outside agencies to resolve a variety of payroll processing problems.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform complex calculations for the processing of payroll; compute payroll for hourly employees; compute gross salary, overtime earnings, mandatory and voluntary deductions, workers comp, legal judgments, vacation and sick leave. ***E***
2. Calculate and process payroll adjustments, changes to salary deductions and employee status such as number of work days, projected vacation, sick and personal leave balances, step increments, overtime and extra duty pay, longevity and retroactive pay, voluntary deductions and other changes as necessary; monitor sick leave and industrial accident balances and notify appropriate department if leave is exhausted. ***E***
3. Prepare various forms and other payroll documents and exchange correspondence and information regarding changes of employee status to CalPERS, CalSTRS and other governmental agencies. ***E***
4. Using various source documents, collect, review, maintain, enter and update payroll data in the payroll system; organize, maintain and adjust payroll records ***E***
5. Update and maintain employee data related to demographics, taxes, direct deposits, union dues and retirement reporting. ***E***
6. Calculate salary overpayments for classified and academic employees; arrange repayment schedules to recover overpaid amount; ensure proper reporting to PERS or STRS. ***E***
7. Respond to technical questions or concerns from employees and outside agencies regarding various payroll aspects including retirement, vacation and sick leave balances, earnings, salaries, service awards, wage and salary adjustments and deductions; interpret and apply appropriate laws, rules and regulations. ***E***
8. Research, analyze and trace payroll discrepancies; reconcile discrepancies or take corrective action; prepare necessary documentation and post changes to the payroll system; report findings and actions to appropriate departments and outside agencies as needed. ***E***
9. Interpret various bargaining contracts and compile data to calculate retroactive salaries; enter and balance data to produce retroactive warrants. ***E***
10. Compile information and data to prepare various financial reports and statements; receive, analyze and verify accuracy of financial reports. ***E***

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Payroll Technician - *Continued*

11. Distribute payroll warrants and advise employees of direct deposits; mail and file payroll records. *E*
12. Generate stop payments, emergency warrants and accounts receivables. *E*
13. Research current and/or historical payroll data; receive and respond to requests from courts, attorneys, tax authorities, insurance companies and other agencies for earning histories and other confidential data. *E*
14. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles and procedures of general and governmental accounting as applicable to processing of payroll.

Generally accepted accounting principles and practices.

Federal, state and local laws, codes and regulations pertaining to processing of payroll, accounting and financial reporting.

Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

Mathematical principles and procedures.

Methods and techniques of financial and statistical record-keeping.

Oral and written communication skills.

Ability to:

Perform a variety of complex technical accounting functions in the processing of District payroll.

Review, record and verify payroll information with speed and accuracy to process District payroll in accordance with established procedures.

Process and record accounting transactions accurately.

Compare numbers and detect errors efficiently.

Organize and prioritize various projects and timelines.

Research, compile, analyze, interpret, prepare and maintain a variety of fiscal, statistical and administrative records and reports.

Maintain specialized and complex payroll records and files.

Operate office equipment including computers and supporting word processing, spreadsheet and database applications.

Work independently with little direction.

Meet critical deadlines while working with frequent interruptions.

Perform mathematic computations and other accounting functions with speed and accuracy.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

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

Any combination equivalent to: two years of college with major course work in accounting/business and three years' experience in payroll related work, preferably in a public agency or institution of higher Education. Experience with Ellucian is highly desired.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Payroll Technician - *Continued*

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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 with frequent interruptions and distractions; extended periods of time viewing computer monitor.

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 light to moderate amounts of weight; 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.

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

Created: January, 2007
Johnson & Associates

Revised: September, 2017
Human Resources