SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF PAYROLL SERVICES

SUMMARY DESCRIPTION

Under the administrative leadership and general direction of the Vice President for Human Resources, the Payroll Director plans, organizes, supervises and participates in payroll duties to assure timely and accurate reporting, accounting and distribution of salary and wage payments for all District employees; record and maintain payroll-related information for District management and external agencies including tax and retirement reporting; train, supervise and evaluate the performance of assigned personnel.

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. Plan, organize, coordinate and oversee payroll processing for all District employees. ***E***

2. Review, correct and audit payroll information. ***E***

3. Input and balance data as needed. ***E***

4. Oversee and participate in the reconciliation of individual earnings for W-2 reporting purposes. ***E***

5. Reconcile federal and state tax withholding, unemployment insurance, social security; Medicare, retirement, and other accounts with the County Office of Education. ***E***

6. Respond to verbal and written inquiries from employees regarding payments, tax withholding, retirements reporting and voluntary deductions. ***E***

7. Compile and organize payroll data and prepare reports and summaries to assist management in budgeting and collective bargaining processes. ***E***

8. Provide technical expertise to District administrators regarding payroll operations and assist in developing new policies and procedures as required. ***E***

9. Communicate with representatives of government agencies, financial institutions, retirement systems and bargaining units to exchange information, resolve issues and coordinate activities. ***E***

10. Oversee and participate in the preparation of payroll records including timecards, payroll worksheets, warrant registers and other materials in accordance with District and government requirements and regulations. ***E***

11. Prepare comprehensive financial and statistical reports related to payroll, retirement leaves and unemployment insurance. ***E***

12. Assure distribution to appropriate offices and agencies; train, supervise and evaluate the performance of assigned personnel. ***E***

13. Participate in interviewing and selecting new personnel; confer with personnel and data processing staff to coordinate efforts and enhance automated systems and reporting capabilities. ***E***

14. Operate modern office equipment including micro computers; utilize word processing and spreadsheet software. ***E***

15. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:
General accounting and financial controls.
Applicable laws, rulings, procedures and policies regarding payroll records and programs.
Preparation, maintenance, verification and processing of payroll records.
District payroll policies and procedures.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.
District organization, operations, policies and objectives.
Computer applications used in payroll processing.
Operation of a microcomputer, including word processing and software applications.

Ability to:
Perform the basic functions of the position.
Plan, organize, supervise and participate in payroll duties to assure the timely and accurate Distribution of District payrolls.
Perform complex payroll preparation and verification duties.
Explain payroll policies and procedures to employees.
Post data and make arithmetical computations quickly and accurately.
Monitor, adjust and reconcile payroll data.
Operate office equipment, micro computers.
Train, supervise and evaluate personnel.
Communicate effectively both orally and in writing.
Read, interpret, apply, and explain rules, regulations, policies and procedures.
Maintain records and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Analyze accurately and adopt an effective course of action.
Work independently with little direction.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited institution in accounting, finance, business administration or related field; or a Bachelor’s degree from an accredited institution in any area with two additional years of experience in a finance-related field.

Four years increasingly responsible experience, including two years of experience in a lead or supervisory capacity, in a finance-related field. Two years of the experience required must include payroll responsibilities and working with an enterprise/automated software system.

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; possible exposure to dissatisfied individuals.

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: September, 2013
Human Resources