

SENIOR PAYROLL SPECIALIST

CLASS SUMMARY

Under general direction of the Accounting Manager-Payroll, implements and coordinates the operation of the payroll department. Assist the Payroll Manager in the development, design, and implementation of payroll policies, procedures, and systems for the department. Directly responsible for the daily operation of payroll processing, including payments, employee benefits, reporting to county and state agencies, and assisting auditors in the completion of audit reports. Must apply and interpret current Federal, State, County, and retirement laws as it relates to payroll and employee benefits, as well as California Ed. Code and collective bargaining agreements.

REPRESENTATIVE DUTIES

Trains and directs other support staff and student workers in the department; responsible for the daily planning and workflow of the department. Coordinates payroll functions and operations with district departments, personnel, governmental and private agencies. Assists the payroll manager in the preparation of various payroll tax reports, and in the development, design, and implementation of payroll policies, procedures, and systems to improve the effectiveness of payroll operations. Responsible for updating and maintaining accurate information in the county computer databases for personnel/payroll-related data; liaisons with information technology services (ITS) in maintaining and updating the in-house payroll/human resource system. Maintains current insurance files on all eligible employees and retirees, including enrollment, terminations, and insurance changes, prepares and processes payment to insurance companies; compiles data and maintains files of all active and retired employees for district insurance agencies and insurance surveys; assists the payroll manager with computing and publishing of insurance premium costs; responsible for the computation of the employees fringe benefits and the proper deductions from the employees pay. Performs specialized complex technical payroll accounting calculations involving gross pay, retirement, taxes, contract calculation, retroactive pay, fringe benefits and leave records. Verifies and audits rate change and pay adjustment documents received from human resources, performs specialized, technical payroll accounting calculation related to the complex elements of the district's payroll activities; liaisons with risk management office and payroll manager in monitoring workers' compensation absences, approval and payments; responsible for processing and maintaining records of employee voluntary deductions. Provides technical recommendations and information to management and staff regarding employee payroll; resolves and troubleshoots district wide related payroll problems; assists the external auditors in the completion of audit reports. Interprets the laws and regulations regarding employees eligibility/enrollment in PERS, STRS, PARS, Social Security, Medicare or any other retirement system, and processes and monitors the proper enrollment, memberships, reporting and payment to various retirement systems. Responds to employees' inquiries concerning payroll, sick and vacation accrual balances, and to requests from agencies

SENIOR PAYROLL SPECIALIST cont'd

for employment and statistical information. Independently prepares correspondence, reports, spreadsheets, and other payroll-related documents using a computer; attends payroll and benefit related meetings; performs other related duties as required.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Accounting Manager-Payroll.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training, education and experience equivalent to an AA degree; and three years of experience in specialized, technical payroll preparation and practices, preferably in a college or school district environment, or a high school diploma and five years of experience in specialized, technical payroll preparation and practices, preferably in a college or school district environment.

Knowledge and Abilities

Knowledge of: principal and techniques involved in payroll preparation, monitoring, maintenance, and control; verification and processing of payroll records; pertinent federal and state laws, codes, regulations, policies and procedures affecting payroll records and programs; practices, principles and methods of accounting; auditing of financial statistical record keeping, including general and basic time keeping and records keeping; record keeping associated with fringe benefit program, their applicable contracts, laws and regulations; modern office practices, procedures and equipment, including use of computer for data entry; word processing, spreadsheet, database operations and other applications; correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to: perform specialized, complex and technical accounting work requiring independent judgement and initiative related to the preparation of the district payroll; train, coordinate, plan, prioritize and organize a large volume of work of other payroll staff to successfully meet constant payroll deadlines; prepare necessary reports; follow through on own initiative to clear up discrepancies or obtain necessary support materials; communicate effectively both orally and in writing; read, understand and interpret laws, rules, and regulations; explain various payroll related procedures and practices; establish and maintain effective work relationships with those contacted in the performance of required duties; use diplomacy in dealing with complaints and difficult employees.

Skills: skillfully operate various office equipment and machines including ten-key calculator, computer terminal and printer, copier, microfiche equipment.