



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	District Payroll Officer		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	40		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Comptroller or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The District Payroll Officer position analyzes, prepares, maintains, and verifies all fiscal records and supporting documents related to the processing of District payroll for all employee groups. The position is responsible for analyzing, computing, and processing employee health benefits and standard payroll deductions, including payment of all employee payroll deductions as required. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class is responsible for exercising independent judgment and problem solving in the analysis, preparation, and processing of all payroll functions within strictly defined timelines. This job class functions as the lead position within Payroll and requires specialized technical knowledge of District policies, IRS and EDD payroll laws and reporting requirements, Education Code, Labor Code, Public Employees' Retirement Systems, and collective bargaining contracts. Employees in this position must maintain a high degree of confidentiality.

TYPICAL DUTIES

- Performs and coordinates all functions necessary for processing District payroll for all employee groups.
- Reconciles and prepares payment of District-paid employee benefits.
- Reconciles and prepares all quarterly and annual Federal and State employment-related tax reports and payments.
- Prepares and maintains a wide variety of payroll-related documents and materials (e.g. time cards, withholding information, employee contributions, retirement contributions, etc.).
- Maintains all records and reports related to the final payroll calculation and all associated reports for each payroll (i.e., vendor payments, dues reporting, and payroll postings).
- Analyzes and prepares journal entry requests as needed to correct or adjust payroll postings.
- Develop query reports for District staff as requested.

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- Coordinates with Human Resources on workers compensation reimbursements and salary offsets.
- Coordinates with I.T. to develop complex queries and payroll reports.
- Analyzes annual payroll; reconciles and prepares W2's at end of each calendar year.
- Analyzes and prepares monthly standard journal entries, charging various funds for payroll and benefits costs.
- Prepares and maintains all records, payments, and correspondence for retirees' health insurance, including processing Medicare Part B reimbursements to retirees.
- Reconciles and prepares all fiscal year-end payroll closing entries; reconciling all health, dental, vision, and life insurance accounts, revolving checks, PERS and STRS accounts, payroll accrual accounts, and miscellaneous benefits.
- Serves as information source to employees, administration, insurance carriers, and others regarding District payroll processing procedures, requirements, and standards.
- Researches information and provides input to the Administration on a variety of payroll related matters; prepares reports and correspondence as needed.
- Coordinates and manages specialized functions and projects independently.
- Performs a variety of technical duties in support of employee benefit programs, including reconciling enrollment and record-keeping.
- Prepares payroll contribution reports to verify accurate reporting of employee service to pension plans.
- Creates and maintains deduction codes associated with PERS, STRS, and miscellaneous benefits.
- Works cooperatively and collaboratively with Human Resources staff to test changes to the integrated software system, ensure functionality, and prevent negative impacts on other departments.
- Serves as liaison between the District, plan vendors, third party administrators, and employees related to miscellaneous employee benefits.
- Reviews and audits monthly premium statements for all group insurance policies.
- Develops and provides payroll training for District administrators and support staff.
- Coordinates and oversees the work of Payroll personnel and evaluates the flow of work to ensure timely completion.
- Trains and instructs Payroll staff in established methods and procedures.
- Delegates and schedules work of subordinate staff and students.
- Establishes, schedules, and prioritizes assigned Payroll projects and activities.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- Methods, practices, terminology, and procedures used in Payroll administration.
- Education or governmental payroll, retirement systems, group health plans, and applicable laws and regulations.
- Federal and state laws, codes, and regulations concerning Payroll administration.
- Research methods, reporting, writing, and proof-reading techniques.
- Verbal and written communication skills; correct usage of English, grammar, spelling, punctuation, and vocabulary.

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- Interpersonal communication skills using tact, patience, and courtesy.
- Applicable sections of District policies, bargaining unit agreements, laws, codes, rules, and policies affecting the processing and reporting of payroll activities.
- Current technologies, personal computer, and associated software, such as word processing, spreadsheet, presentation, and/or database software.
- Financial record keeping and accounting principles, methods, and practices for payroll processing.

Ability to:

- Be flexible while working with others in a wide variety of circumstances and time constraints.
- Learn District, Federal, State, and County policies, procedures, and regulations related to assigned payroll functions.
- Assemble, organize, and analyze data in an effective and useful manner.
- Understand and carry out a variety of complex directions with limited supervision.
- Establish and maintain accurate payroll records and prepare accurate financial and statistical summaries and reports.
- Perform mathematical calculations accurately and rapidly.
- Apply rules and regulations accurately to complex, unique, novel, and context-specific cases.
- Exercise critical thinking to quickly identify problem areas or situations, isolate causes, propose solutions, and take appropriate action to resolve problems identified.
- Organize and prioritize assigned work tasks to meet strict timelines.
- Operate a variety of standard office machines and equipment such as computer, adding machine, copier, fax, and other technologies.
- Communicate effectively in both oral and written forms.
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences.
- Establish and maintain cooperative and effective work relationships with other, including those from diverse academic, socio-economic, cultural, ethnic, and disability backgrounds.
- Work closely with I.T. staff to streamline processes and test new procedures.
- Research and use publications and resources related to payroll laws and Ed Code.

QUALIFICATIONS*Education/Experience Required:*

- High school diploma and two years of full-time college coursework; Associate of Arts degree in business, accounting, or related subjects preferred. Directly related practical experience may be substituted for education.
- Three years of recent experience in a responsible position having increasingly difficult payroll, bookkeeping, and/or auditing responsibilities.
- Possess typing certificate demonstrating at least 50 wpm.

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APPROVALS

Date Created/Revised:	9/10/2018
Cabinet Reviewed:	9/2018
Board Approved:	12/1999 / 10/17/2018

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)