

TITLE	CLASSIFICATION	SALARY RANGE
Payroll Analyst	Management Team Confidential	8

SCOPE OF POSITION:

Under the direction of the Manager, Payroll, coordinate and participate in technical payroll accounting activities; participate in the preparation, maintenance, processing, analysis and auditing of manual and automated payroll data, information, records and reports; ensure accuracy and completeness of payroll transactions; lead, train and provide work direction and guidance to staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Assist in ensuring accurate and timely production of the District payroll functions; oversee and participate in the review, verification, auditing and processing of payroll forms, records and documents.
2. Oversee and audit the daily operations of the Payroll department; research, evaluate and ensure that payroll issues and discrepancies are resolved in a proper and timely manner; and maintain and update set up in HR/Payroll System.
3. Ensure receipt, processing and auditing of employee time information and related reports and documents; serve as the lead liaison for the District's IRC 125 plan administrator; oversee the inputting, coding and adjustment of employee information including deductions in an assigned computer system.
4. Participate in the preparation and maintenance of records and reports related to payroll, employee information, time sheets, benefits, salaries, leave, taxes, deductions, payments and other assigned duties; review, evaluate and audit payroll, health benefit changes and related financial and statistical data, records and reports; identify programming errors and collaborate with Information Technology/Payroll Software Vendor to fix errors for accurate payroll processing.
5. Lead, train and provide work direction and guidance to assigned staff; coordinate employee work assignments and review work for accuracy, completeness and compliance with established standards, requirements and procedures; provide input regarding staff evaluations.
6. Participate in complex payroll support functions; calculate, review, verify and post a variety of complex payroll data such as gross pay, retirement, contract adjustments, retroactive payments, hours, tax information and leave; balance, reconcile and submit payrolls for check processing; input of new hires and enrollment/separation applications for retirees and active employees in appropriate retirement system.
7. Coordinate auditing, record-keeping and reporting functions to ensure proper application, calculation and reporting of payroll data, benefits and taxes; oversee and participate in the coding and application of voluntary deductions; oversee the distribution and processing of retirement plans and Health Savings Account (HSA) plans; coordinate the processing of payroll deductions for health and welfare benefits, disability and Workers' Compensation; verify proper authorizing signatures, coding and accuracy of payroll adjustments; coordinates electronic transfer of funds for District's retirement accounts and update all employee information online.
8. Provide technical training and assistance to staff concerning payroll activities and related functions; respond to inquiries, resolve issues and provide detailed and technical information concerning related standards, requirements, calculations, deductions, taxes, benefits, data, laws, regulations, policies and procedures.

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Process and evaluate payroll deductions for tax-sheltered annuities; work with employees, external agencies and representatives of tax-sheltered annuities in processing related transactions; verify proper record-keeping of annuity deductions and compliance with current IRS tax laws. Reviews and verifies documentation for emergency withdrawals for tax sheltered annuities.
10. Compose, distribute and respond to inquiries and distribute payroll-related documents and materials to employees.
11. Audit retirement funds and transactions for accuracy including coding, system eligibility and tracking; receive, process and respond to employment verifications, unemployment audits and retirement system inquiries; provide and verify related data and information.
12. Communicate with District staff, vendors and external agencies to exchange information; serve as a resource to District staff, outside agencies and other regarding payroll functions.
13. Prepares and analyzes payroll data for complex calculations for District's collective bargaining negotiations. Provides confidential information, reports, and analysis to assist the District in labor negotiations.
14. Assists Payroll Manager with conducting research, analyzing legislative changes pertaining to retirement, health benefits, tax codes, and implementation at the District level.

KNOWLEDGE OF:

1. Principles and practices involved in payroll administration and retirement systems.
2. Applicable laws, codes, regulations, policies and procedures.
3. STRS/PERS retirement rules and regulations.
4. Retirement funds such as 403b/457 plans, IRC 125 and HSA plans.
5. Applicable section of Collective bargaining and California Education code.
6. Tax withholding, voluntary deductions and employee benefits.
7. Preparation, maintenance, verification, auditing and processing of payroll records and reports.
8. Computer applications for payroll and auditing functions, general data processing terminology and capabilities.
9. Record retrieval and storage systems.
10. Financial and statistical record-keeping techniques.
11. Preparation of financial statements and comprehensive accounting reports.
12. Principles and practices of supervision and training.
13. Oral and written communication skills.
14. Interpersonal skills including tact, patience and courtesy.

ABILITY TO:

1. Train and provide work direction and guidance to assigned staff
2. Plan and conduct trainings and workshops.
3. Interpret and apply collective bargaining agreements, retirement regulations, and IRC codes to personnel.

ABILITY TO – Continued

4. Perform complex and highly specialized payroll calculations and support functions.
5. Monitor, audit, adjust and reconcile payroll data.
6. Oversee the input, coding and adjustment of time sheet information.
7. Coordinate and oversee the processing of payroll-related forms and applications.
8. Provide technical training and assistance concerning payroll activities and related functions.
9. Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
10. Establish and maintain cooperative and effective working relationships with others.
11. Operate a computer and assigned office equipment.
12. Determine appropriate action within clearly defined guidelines.
13. Meet schedules and time lines.
14. Work confidentially and with discretion.
15. Work independently with little direction.
16. Oversee and participate in the preparation and maintenance of various financial and statistical records, reports and statements related to employees and payroll.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate's degree with course work in accounting, business or related field

EXPERIENCE:

Increasingly responsible payroll experience.