

TITLE: Manager, Payroll

CLASSIFICATION: Management Team – Classified Supervisor

SALARY RANGE: 23

SCOPE OF POSITION:

Under the direction of the Vice President, Finance and Administrative Services, plan, organize, and direct the Payroll operations and activities of the District. Monitor, interpret, and develop and oversee implementation of payroll related regulations, including from the IRS, State and Retirement regulations; design software changes to; ensure District's compliance with all laws and regulations; develop and execute short-term and long-term goals and strategies to achieve continuous improvement and efficiencies in payroll processing and delivery operations; and hire, train, supervise and evaluate the performance of assigned 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. Plan, organize, and direct the Payroll operations and activities of the District to ensure compliance with labor agreements, legal requirements, payroll related regulations, and relevant District policy and procedures.
2. Develop and administer the Plan Documents in accordance with IRS regulations for the District's Tax Sheltered Annuities (TSA), Flexible Spending Accounts, Health Savings Accounts (HSA), and deferred compensation plans.
3. Evaluate the adequacy of the payroll related systems and develop new technology affecting the Payroll operations of the District. Identify and resolve software limitations and work collaboratively with software vendor and other District departments on system enhancements; work collaboratively with other district departments to ensure accurate payroll data and troubleshoot and correct system glitches. Serve as the system administrator of the Payroll software. Design and manage the system set-up for payroll related modules, including for taxes, retirement, assignment, deductions, W2 production, employer benefits and creating and filing of state compliance reports. Provide support and trouble-shoot system related issues for end users; train district staff on the payroll functions of the software.
4. Hire, train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
5. Audit employee assignment changes and salary implications, payroll timesheets, employee deductions, and adjustments.
6. Formulate and develop policies, procedures, and programs to ensure that changes comply with negotiated contracts and applicable State and Federal laws including laws governing International students and employees.
7. Provide leadership and technical analysis and expertise to the college community to provide accurate payroll information regarding payroll policies and related procedures, and applicable laws and code; investigate and resolve sensitive, complex and difficult inquiries and complaints.
8. Manage the annual external audit process for Payroll related inquiries, including from external regulatory agencies. Create and implement plans to address recommendations from the District and other external auditors in compliance with accounting and payroll practices and procedures. Create and implement internal audit procedures to maintain appropriate internal controls.

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Interpret and implement District labor union contracts; provide direction to negotiations teams on implications of bargaining agreements, may serve on negotiations team for the District.
10. Calculate and process domestic partner, third party sick leave, life insurance benefits, dependent care, and retiree health adjustments for W2; verify accuracy of W2's; process, print and mail W2 forms according to established timelines.
11. Oversee the District's alternative retirement systems; approve hardship distributions, loans, and retirement distributions from plans.
12. Compile data, verify accuracy, prepare, and file a variety of Federal and State reports. Oversee processing for payroll related PRA requests from external agencies; ensure secure data transmissions for on-line payroll functions to various agencies, including monthly transmission of payroll to Sonoma County Office of Education.
13. Serves as liaison between the District, employees and retirement systems and other payroll-related agencies.
14. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities.
15. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
16. Develop and prepare the Payroll budget; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.
17. Prepares quarterly and year-end government mandated reports and returns and submits tax payments to appropriate agencies.

KNOWLEDGE OF:

1. Federal, State and international tax regulations, laws, rules and reporting requirements.
2. Fringe benefit plans and Retirement Systems.
3. TSAs, deferred compensation plans, and HSAs.
4. Family Medical Leave Act (FMLA), Worker's Compensation, and applicable sections of the California Education Code.
5. District payroll operations, accounting structure, policies and procedures.
6. Human Resources/Finance integrated payroll systems.
7. Budget preparation and control.
8. Oral and written communication skills.
9. Principles and practices of administration, supervision and training.
10. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Plan, organize and direct the production of payroll for employees of the District.
2. Train, supervise and evaluate the performance of assigned staff.

ABILITY TO – Continued

3. Interpret and apply collective bargaining agreements.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain laws, rules, regulations, policies and procedures related to payroll, plans, accounts and retirement.
6. Establish and maintain cooperative and effective working relationships with others.
7. Maintain confidentiality of sensitive information.
8. Operate a computer and assigned office equipment.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Work independently with little direction.
12. Plan and organize work.
13. Prepare comprehensive narrative and statistical reports.
14. Direct the maintenance of a variety of reports, records and files related to assigned activities.
15. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM 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 Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree in accounting, business administration or related field.

Experience:

Increasingly responsible payroll accounting experience.