

TITLE: Payroll Specialist

CLASSIFICATION: Classified

SALARY GRADE: C11

SCOPE OF POSITION:

Ensures accurate and timely production of the District's payroll by overseeing and auditing payroll processes. Coordinates retirement enrollment process for all new associate faculty. Administers and creates employee payroll records and maintains current information in the payroll system. Assists employees and external vendors with payroll inquiries and issues. Administers the employee online portal, garnishments, digital archives, health savings account, and payroll records. Serves as a lead worker to other staff in the area.

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. Assists in daily operations and serves as a representative of the Payroll Department providing technical expertise, training, and analytical support to staff. Audits work for accuracy, completeness, and compliance with applicable local, state, and federal laws, rules, regulations, and collective bargaining agreements
2. Analyzes and audits accounting and payroll calculations. Oversees the closing, processing, and transmittal of payroll
3. Compiles data, performs technical analyses, and creates payroll reports. Analyzes data to verify information and recalculates to comply with reporting requirements.
4. Collaborates across departments and with external vendors to implement current regulations and develop new programs. Provides auditors with payroll documentation, audit responses and corrective actions.
5. Makes recommendations for improvement and assists in review and implementation of new payroll systems and processes.
6. Composes and distributes payroll documents to employees and external agencies. Receives and responds to all wage-withholding requests and disseminates information to employees. Responds to disputes and serves as a liaison to employees and agencies regarding payroll functions. Responds to subpoenas for wage information.
7. Administers health savings accounts, and processes enrollment and oversees payroll deductions for health and welfare benefits; processes electronic transfers to fund health accounts.
8. Assists with research and analysis of retirement systems, flexible spending accounts for health benefits, and tax codes.
9. Serves as lead worker to other classified and short-term, non-continuing employees in the area.
10. May supervise and direct the work of student employees.

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KNOWLEDGE OF:

1. Public employee retirement systems.
2. Current methods, practices, and terminology used in payroll, and financial and statistical record keeping.
3. Relevant local, state, and federal rules and regulations, programs, policies and procedures, including retirement systems, tax sheltered annuities and flexible spending accounts.
4. Use of applicable technology, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Perform complex payroll work.
2. Work under time constraints.
3. Interpret, explain, and apply various retirement systems, Internal Revenue Code rules, collective bargaining agreements, and regulations.
4. Assist in the development of alternative retirement systems.
5. Perform complex mathematical calculations.
6. Develop and maintain financial and statistical records.
7. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
8. Communicate effectively, both orally and in writing.
9. Exercise appropriate judgement in interactions with others and with work processes.
10. Interact with the public in a helpful, courteous, and professional manner.
11. Demonstrate sensitivity to, and respect for, a diverse population.

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 degree in accounting, business, or a closely related field of study required.

EXPERIENCE:

2+ years of related experience working with electronic payroll, accounting, financial, or statistical records and systems, including experience serving in a lead role.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).