

TITLE: Payroll Technician

CLASSIFICATION: Classified

SALARY GRADE: C07

SCOPE OF POSITION:

Under general supervision, performs tasks related to the daily operations of the Payroll Department. Performs a variety of payroll and accounting calculations to ensure accurate and timely processing of the District's payroll. Ensures the accuracy of payroll accounts and records in accordance with applicable local, state, and federal laws and regulations. Conducts technical and specialized functions to analyze, verify, compute, and reconcile payroll data, personnel information, retroactive salary, special compensation, and other adjustments. Initiates corrective course of action and provides guidance to District staff, resolving various payroll issues.

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. Audits, interprets and calculates employee payroll documents and maintains records for accuracy. Collaborates with multiple departments to ensure accurate documentation regarding salary adjustment and accounts, faculty load computation, and employment status.
2. Verifies and adjusts data in finance, human resources, and student programs to audit payroll generated information. Audits scheduling data to ensure accurate faculty loads and salary placement advances. Advises and assists with resolving discrepancies by coordinating with Human Resources, Scheduling, instructional, and any other departments.
3. Composes and updates spreadsheets used for financial and statistical data. Compiles, analyzes, calculates, and audits data.
4. Processes adjustments, payroll codes, and enters data into the payroll system, reconciles for audit and closing.
5. Interprets, processes, and calculates various voluntary deductions and statutory wage garnishments, in accordance and compliance with local, state, and federal guidelines. Maintains and monitors accurate recordkeeping of deductions and payments.
6. Communicates and resolves questions from faculty and staff requiring explanation of calculations, technical concepts, District policies, rules, and regulations governing payroll processing.
7. Generates stop payments, accounts receivable, accounts payable, and cancellations/rewrites of warrants. Calculates and processes expenditure transfers with fringe benefits and prepares journal entries. Processes internal advances for emergencies.
8. Reviews, processes, and verifies new hire and retirement paperwork for all employees.
9. Creates and maintains spreadsheets for processing of all District hourly employee payrolls.
10. Assists employees with registration and questions for the online employee portal for Human Resources and Payroll.
11. Advises and interprets the application of collective bargaining agreements.
12. Assists with the training and supervision of student employees.
13. May direct the work of short-term, non-continuing (STNC) employees in the area.

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KNOWLEDGE OF:

1. Public employee retirement systems.
2. Current methods, practices, and terminology used in payroll, financial and statistical record keeping.
3. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
4. Applicable technology usage, including standard office productivity software and other appropriate technology

ABILITY TO:

1. Perform complex payroll work.
2. Work under time constraints.
3. Perform mathematical calculations.
4. Develop and maintain financial and statistical records.
5. Perform research, data compilation, analysis, and evaluation.
6. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
7. Communicate effectively, both orally and in writing.
8. Exercise appropriate judgement in interactions with others and with work processes.
9. Interact with the public in a helpful, courteous, and professional manner.
10. 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:

High school diploma or GED and vocational or technical training in payroll, accounting, or a closely related field of study required.

EXPERIENCE:

1+ years of related experience with electronic payroll, accounting, financial records and systems.

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](#).