

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **MANAGER, PAYROLL SERVICES**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Plan, organize, direct and control the activities, services and operations of District's payroll services including assure timely and accurate reporting, accounting and distribution of salary and wage payments for all District employees; record and maintain payroll-related information for District management and external agencies including tax and retirement reporting.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Vice President Administrative Services and exercises supervision over assigned staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following:*

1. Direct the day-to-day operations and activities of the District's payroll function; coordinate and oversee payroll processing for all District employees; establish departmental goals and objectives.
2. Establish, revise and update payroll procedures and policies to improve the efficiency and effectiveness of payroll operations; assure department and District-wide compliance with federal, state and District payroll regulations and procedures.
3. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; allocate staff and resources to optimize efficiency and effectiveness; provide in-service training, technical direction and guidance; discipline personnel in accordance with established policies and procedures.
4. Interpret, apply and assure compliance with applicable laws, codes and regulations; remain current on applicable legislative decisions and developments.
5. Assemble, develop, monitor and control department budget; purchase equipment, supplies and materials as needed.
6. Audit, correct and reconcile federal and state OASDI and Medicare wages to assure accurate issuance of original, corrected and duplicate W-2 forms.

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7. Enforce minimum wage and overtime legal provisions and remain current on laws affecting payroll; oversee the enforcement of levies, garnishments and other withholding orders.
8. Oversee and coordinate retirement incentives and retroactive pay adjustments; oversee the reconciliation, requesting and depositing of federal, state, OASDI, Medicare and unemployment taxes.
9. Oversee the issuance of payroll warrants, including the processing of manual, voided, duplicate and cancelled checks.
10. Oversee the establishment of retirement membership in PERS, STRS and APPLE; assure the withholding and remittance of retirement contributions; audit, correct and remit retirement reports and tapes.
11. Implement District payroll policies for the various employee groups, implement payroll education codes, salary schedules and salary changes resulting from position changes, anniversary dates, salary studies and reclassifications.
12. Compile and organize payroll data and prepare reports and summaries to assist management personnel in budgeting and collective bargaining processes.
13. Provide technical expertise to District administrators regarding payroll operations and assist in developing new policies and procedures as required.
14. Communicate with representatives of government agencies, financial institutions, and retirement systems to exchange information, resolve issues and coordinate activities; interpret collective bargaining contracts for payroll requirements.
15. Oversee the coordination of remittance of voluntary deductions and automatic payroll deposits.
16. Complete and file quarterly forms for Employer's Federal Tax Return, Unemployment Insurance Contribution Return and California Income Tax Contribution Return.
17. Prepare comprehensive financial and statistical reports related to payroll, retirement, leaves of absences and unemployment insurance; assure distribution to appropriate offices and agencies.
18. Confer with Information Systems and payroll staff to coordinate efforts, modify functionality and enhance automated systems and reporting capabilities.
19. Identify opportunities for improving efficiency and procedures; identify resource needs; implement improvements.
20. Attend workshops, seminars and training to remain current on applicable laws and regulations; conduct District-wide workshops to communicate law and procedural changes and to explain new forms.
21. Participate in shared governance through service on planning and/or operations committees and task forces.
22. Perform other duties as assigned or required.

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**QUALIFICATIONS**

**Knowledge of:**

- Federal, state, local and District laws, regulations and policies governing payroll.
- District payroll policies and procedures.
- Accounting, auditing and internal control principles, practices and procedures.
- Generally accepted accounting principles.
- Principles and practices used in community college payroll procedures.
- Federal and state reporting requirements.
- District management and bargaining unit agreements and contracts.
- Deferred compensation and taxable fringe benefits reporting.
- Withholding, tax deposit, filing of tax returns, W-2 and other payroll regulations.
- Basic research methods and report writing techniques.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.

**Ability to:**

- Plan, organize, direct and control the activities, services and operations of District payroll function.
- Provide technical expertise and guidance to District administrators concerning payroll.
- Perform complex payroll preparation and verification duties.
- Explain payroll policies and procedures to employees.
- Interpret, explain and apply various federal, state and District regulations affecting payroll operations.
- Monitor, adjust and reconcile payroll data.
- Supervise, train and evaluate staff.
- Analyze payroll data and prepare reports, summary conclusions and recommendations in accordance with generally accepted accounting principles.
- Operate computerized accounting system software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting accounting and auditing functions, word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Prepare and control budget.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

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**EXPERIENCE AND EDUCATION/TRAINING GUIDLINES**

*Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:*

**Experience:**

Five years experience in a computerized payroll department including three years in a supervisory or managerial capacity.

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting or a business-related field.

**License and/or Certificate:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time.