

Citrus College

Position Description

Position: Payroll Coordinator	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 40

Summary

Provide technical payroll services, assure timely and accurate reporting, and account and distribute 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.

Essential Duties and Responsibilities

- Coordinate the day-to-day operations and activities of the District's payroll function; coordinate and oversee payroll processing for all District employees.
- 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.
- Provide in-service training, technical direction, and guidance to Payroll staff.
- Interpret, apply and assure compliance with applicable laws, codes and regulations; remain current on applicable legislative decisions and developments.
- Audit, correct and reconcile federal and state OASDI and Medicare wages to assure accurate issuance of original, corrected and duplicate W-2 forms.
- Coordinate the enforcement of levies, garnishments and other withholding orders with the Los Angeles County Office of Education.
- Oversee and coordinate retirement incentives and retroactive pay adjustments; oversee the reconciliation, requesting and depositing of federal and state tax, OASDI, Medicare, unemployment insurance and worker's compensation payments.
- Oversee the issuance of payroll warrants, including the processing of manual, voided, duplicate and cancelled checks.
- Assure the withholding of retirement contributions.
- 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.
- Compile and organize payroll data and prepare reports and summaries to assist management personnel in budgeting and collective bargaining processes.
- Provide technical expertise to District administrators regarding payroll operations and assist in developing new policies and procedures as required.
- Communicate with representatives of government agencies, financial institutions, and retirement systems to exchange information, resolve issues and coordinate activities; interpret collective bargaining agreements for payroll requirements.
- Oversee the coordination of remittance of voluntary deductions and automatic payroll deposits.
- Complete and file quarterly forms for employer's federal and state tax returns, unemployment insurance contribution return.
- Complete and file monthly Bureau of Labor Statistics Report.
- Complete and file annual state and federal reports.
- Prepare comprehensive financial and statistical reports related to payroll, retirement, leaves of absences and unemployment insurance; assure distribution to appropriate offices and agencies.
- Confer with TeCS and Payroll staff to coordinate efforts, modify functionality and enhance automated systems and reporting capabilities.
- Reconcile general ledger accounts.
- Audit and correct error accounts.
- Upload financial and retirement data to local server.

- Identify opportunities for improving efficiency and procedures; identify resource needs; implement improvements.
- 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.
- Participate in shared governance through service on planning and or operations committees and task forces.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Federal, state, local and District laws, regulations, policies and procedures governing payroll.
 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 and report preparation.
 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.

- **Abilities**

Plan, organize and coordinate 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.
 Train Payroll staff.
 Analyze payroll data and prepare reports, summary conclusions and recommendations in accordance with generally accepted accounting principles.
 Operate computerized accounting systems 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.
 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.

- **Physical Abilities**

Requires sufficient hand coordination to use a keyboard for routine typing and advanced data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment, visual acuity to recognize words and numbers, auditory ability to carry on conversations in person and over the phone.

- **Education and Experience**

Two years of college-level coursework in accounting or business-related field and four years of experience in a computerized Payroll Department.

- **Preferred Qualifications**

Three years of increasingly responsible financial and statistical recordkeeping experience in a K-12 or college environment. Three years of experience in a Payroll Department in a K-12 or community college environment.

- **Licenses and Certificates**

Requires a valid California driver's license.

- **Working Conditions**

Work is performed in an office environment with minimal exposure to health and safety considerations.