

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Payroll Coordinator

Department: Fiscal Services

Location: District Office

Date: August 28, 2017

POSITION PURPOSE

Under the direction of Assistant Director of Fiscal Services or assigned administrator, the Payroll Coordinator ensures the timely preparation and maintenance of payrolls for administration, faculty, and support staff. The position maintains records and prepares reports related to payroll. Performs advanced technical and clerical accounting and financial record keeping activities involving the preparation, processing and maintenance of the payroll. Prepares and maintains appropriate accounts involving posting and balancing.

DISTINGUISHING CHARACTERISTICS

This is the senior-most level in a technical Payroll career ladder. The emphasis on this position goes beyond payroll processing to include audit of records, computation of special arrangements, and testing of accounting controls. Advancement to this level requires a complete understanding of academic and classified payroll systems and the laws, regulations, and reporting requirements. Incumbents at this level must demonstrate competency in audit of payroll transactions and systems.

KEY DUTIES AND RESPONSIBILITIES:

1. Coordinate and participate in the processing of all College payrolls including computation and posting of employee time, subtraction of appropriate deductions and preparation of required reports.
2. Assure payroll timelines are met; maintain payroll controls; assure proper procedures, policies, rules and regulations are applied to payroll activities. Check payrolls for compliance with rules, regulations and policies.
3. Coordinate and prepare regular and variable payrolls for administrative, academic, classified and student personnel; prepares retirement reports. Compute payroll deductions including those for retirement, union dues, tax sheltered annuities, credit union, withholding taxes and insurance.
4. Assist the supervisor in preparing payroll information for conversion to checks, deposits, and transfers. Set up the College's relational database for conversion of payroll fields to checks. Confer with information technology and accountants on complex issues concerning file conversion and processing.
5. Interpret and explain complex payroll policies, procedures, and technical issues to employees, referring only the most difficult and sensitive matters to higher authority.
6. Train and critique the work progress and results of other payroll staff. Review work, answer questions, and assist with the more complex computations.
7. Audit and update regular and supplemental payrolls adding payroll information for new employees and calculating proper deductions on an 'as-needed' basis.
8. Coordinate and participate with accounting staff, the reconciliation of cash and accounts payable to the payroll system. Prepare document trails to support audit requirements.

9. Ensure accurate reporting of federal, state, and special payroll taxes and fund contributions. Prepare reports that often require original signature, to external agencies. Prepare retirement and withdrawal forms and reports for both academic and classified pay systems.
10. Ensure that payroll records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions. Oversee and post changes to payroll and accounting records.
11. Facilitate the process and prepare annual total compensation statements for each employee showing salaries, benefits, and deductions.
12. Analyze and process accounts payable and receivable documents relating to payroll, health and welfare coverage, and other benefits.
13. Verify and facilitate the process of transferring payments to insurance companies and credit unions; prepares periodic reports of disbursements.
14. Participate in activities connected with the development and maintenance of automated payroll systems using relational databases.
15. May act on behalf of, or in absence, of the Payroll Supervisor as assigned.
16. Perform other duties related to the job classification.

EMPLOYMENT STANDARDS

Knowledge of:

1. Laws, regulations, and procedures that govern payroll and payroll processing.
2. General ledger record keeping and in-depth technical knowledge of the District's automated administrative system, or of integrated/automated payroll/personnel systems in general.
3. Education accounting practices, including District policies and procedures.
4. Sufficient human relations and communication skills to convey personal and technical information to all levels of staff, to train payroll and non-payroll staff, and to facilitate problem solution.
5. Advance math skills sufficient to read codes, regulations, and tax laws.
6. Writing reports and procedures.

Skills and Ability to:

1. Prepare clear, complete and concise financial records and analyze payroll and accounting data and prepare financial statements pertaining to the area of specialization.
2. Reconcile payroll to general ledger.
3. Conduct technical research, complete complex arithmetic computations and prepare reports.
4. Use a range of personal computer software such as spreadsheets, word processing, and databases.
5. Lead staff in a manner that encourages efficiency and optimizes positive customer service.
6. Analyze situations and implement effective solutions.

Experience and Education:

1. Associate's degree in general business or accounting and six years of experience in payroll processing, audit, or employee relations, OR
2. Bachelor's degree and two years of related experience.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

WORKINGS CONDITIONS

Physical Demands:

1. Requires sufficient hand-eye coordination to use a personal computer keyboard for routine typing, 10-key, and data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to recognize alphanumeric data. Requires auditory ability to carry on conversations in person and over the phone.

Board Approved: Format converting 8/28/17 from existing version
Salary Range: 120
EEO Category: 2B2 – Other Professionals