

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PAYROLL COORDINATOR

BASIC FUNCTION:

Under the direction of the Payroll Manager, perform a variety of specialized, technical payroll accounting duties involved in establishing, analyzing, auditing, reconciling and maintaining manual and automated financial and payroll records to assure classified and certificated employees are paid in an accurate and timely manner. Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to assure accuracy and data integrity, completeness and compliance with established rules and practices. Assure that employee retirement and benefit (health insurances, 403(b), and other voluntary deductions) information is accurately maintained. Interpret, coordinate, document and communicate required payroll changes. Troubleshoot and make software system set up changes as needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to assure accuracy and data integrity, completeness and compliance with established rules and practices

Coordinate and assist in the implementation and documentation of new software applications.

Coordinate and communicate with other College departments to exchange information, coordinate standards and practices, and resolve shared interests or concerns both ongoing and when there are changes

Coordinate, document, and explain the implementation of new legislation, changes in labor agreements, and software changes to Payroll Technicians.

Assist Payroll Manager by sharing Payroll legislative and labor agreement compliance knowledge, office coordination of software, software maintenance, and college policies and procedures. Reliably interpret, coordinate and communicate payroll changes within the Payroll Office.

Perform a variety of technical payroll accounting duties to assure classified and/or certificated employees are paid in an accurate and timely manner; receive, review, verify and process various payroll records and documents; process payroll for former employees as required.

Process and evaluate payroll-related information, forms and applications; input timesheet and other payroll information into assigned computer systems; generate computerized lists and reports; assure accuracy and completeness of input and output data; identify errors and make corrections.

Establish and maintain detailed automated permanent records regarding personnel; input and update a variety of data including pay rates, tax status, new hires, terminations, deductions, vacation and sick leave, benefits and other employee information; develop and maintain spreadsheets as directed.

Calculate, verify and input salary adjustments, overtime and differentials; maintain and update automated payroll records to facilitate the issuance of pay warrants; compare, audit and reconcile payroll reports and printouts with timesheets and payroll records to assure accuracy of pay warrants.

Compile information and prepare and maintain a variety of records and reports related to employee information, time sheets, leave, pay warrants, taxes, deductions and assigned duties.

Serve as a technical resource to College employees, outside agencies and others concerning payroll functions; respond to inquiries, resolve issues, conflicts and discrepancies, and provide technical information concerning related transactions, records, laws, regulations, policies and procedures.

Maintain, audit and reconcile assigned payroll accounts; assemble, match, sort, tabulate, check, code and post related financial, employee and statistical data; review, adjust and assure accuracy of related ledgers and journal entries

Assist in assuring payroll information, transactions and activities comply with established payroll and retirement system standards, requirements, laws, codes, regulations, policies and procedures.

Communicate with College personnel, outside agencies and others to exchange information and resolve issues or concerns; answer telephone calls as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Process special payroll transactions such as corrections, changes and retroactive pay as needed; initiate and process the cancellation of lost, stolen or forged warrants as directed.

Assist with the distribution, completion and processing of tax forms.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Impact of complex legislation affecting employee retirement and health insurance coverage

Banner software system set up structure detail

Applicable laws, codes, regulations, policies and procedures

Familiar with Labor Code, Education Code, Labor Agreements, SBCC policies and procedures

Application of taxes for various types of earnings and deductions

Principles and techniques involved in payroll preparation and processing.

Methods, procedures and terminology used in technical accounting work.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Tax withholding, voluntary deductions and employee benefits.

Verification and processing of payroll records and reports.

Policies and objectives of assigned programs and activities.

Payroll policies and procedures.
Data control procedures and data entry operations.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Mathematic computations

ABILITY TO:

Perform a variety of technical payroll accounting duties to assure classified and/or certificated employees are paid in an accurate and timely manner.
Perform technical and specialized payroll and accounting work involved in establishing, analyzing, auditing, reconciling and maintaining financial records.
Compare data for system data integrity.
Interpret, apply and explain rules, regulations, policies and procedures.
Determine appropriate action within clearly defined guidelines.
Plan and organize work.
Pay attention to detail.
Maintain accurate financial and statistical records.
Prepare and evaluate comprehensive payroll reports and statements.
Monitor, audit, adjust and reconcile payroll data.
Review, process, evaluate and verify a variety of financial information.
Identify, investigate and resolve financial errors and discrepancies.
Issue and distribute payments as assigned.
Monitor and audit income and expenditures.
Assemble, organize and prepare data for records and reports.
Compare numbers and detect errors efficiently.
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Operate standard office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Perform arithmetic calculations quickly and accurately.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level coursework in accounting or related field and three years payroll or related accounting experience.

WORKING CONDITIONS OF EMPLOYMENT:

The work environment and physical demands described here are represented of those required by an employee and to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Indoor office environment.

PHYSICAL DEMANDS:

Regular operation of a computer keyboard, calculator, and other normal office equipment.

Reading a variety of complex educational and financial materials.

Ability to remain in a stationary position for extended period of time.

Communicating and expressing oneself clearly on a variety of topics in conversations with, and presentations to, staff, students, and members of the community.

Hearing and speaking to exchange information.