Payroll Technician, Senior

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex functions for processing and balancing payroll for faculty and administrative personnel; serve as technical resource regarding payroll functions.

DISTINGUISHING CHARACTERISTICS:

The Senior Payroll Technician serves in a lead capacity and performs the overall balancing of payroll accounts from several employee groups. The Payroll Technician II processes payroll for an assigned employee group.

REPRESENTATIVE DUTIES:

1. Perform complex functions for processing, auditing and balancing payroll for faculty and administrative personnel; review trial payroll runs; audit and approve final payroll for classified personnel and faculty.

2. Monitor eligibility, adjustments, system updates and correspondence with State teacher retirement system.

3. Interpret and explain laws, ordinances, regulations, policies and procedures; maintain current knowledge of federal, State and District policies, rules and codes related to payroll functions.

4. Oversee the preparation, maintenance and review of a variety of detailed payroll records and reports; provide technical guidance to staff as needed; serve as technical resource regarding payroll functions.

5. Calculate and process garnishments and levies, payroll exceptions, pay increases, retros and other adjustments; verify entries to deductions for retirement contributions.

6. Process payroll for full-time faculty performing special projects such as short courses and classified employment.

7. Operate a computer, calculator and related office equipment.

8. Prepare and implement system calendars for processing full-time faculty and administrator’s payroll information; prepare and implement calc control for classified staff, part-time and full-time faculty payroll.

9. Assist in preparing State and federal tax reports as necessary.

10. Attend meetings as assigned.

11. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Preparation, maintenance, verification and processing of payroll records.

2. Payroll policies and procedures.

3. Applicable laws, rules and regulations related to assigned activities.

5. Operate a computer and assigned software.

6. Modern office practices, procedures and equipment.

7. Oral and written communication skills.

8. Technical aspects of field of specialty.

9. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Perform complex functions for processing and balancing payroll for faculty and administrative personnel.

3. Serve as technical resource regarding payroll functions.

4. Maintain records and prepare reports.

5. Add, subtract, multiply and divide quickly and accurately.

6. Operate a computer and related office equipment.

7. Communicate effectively both orally and in writing.

8. Analyze situations accurately and adopt an effective course of action.

9. Meet schedules and time lines.

10. Plan and organize work.

11. Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate’s degree in accounting, finance or related field and five years increasingly responsible financial record keeping experience including payroll preparation and maintenance experience.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.

2. Dexterity of hands and fingers to operate a computer keyboard and calculator.

3. Seeing to read a variety of materials.

4. Sitting for extended periods of time.