



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

PAYROLL SPECIALIST

A Classified Position

[Grade 33 – Salary Schedule 60](#)

A. General Statement

A Payroll Specialist performs complex and detailed payroll accounting work related to processing, auditing, reconciling, and reporting of payroll, retirement, and banking records in a central district finance department. The Payroll Specialist exercises independent judgment while initiating and coordinating office procedures and strict timelines for the monthly payroll. Under direction, the Payroll Specialist performs the required auditing, processing, adjusting, coding, balancing, extending, summarizing, maintenance, and reporting of manual and online employee payroll, retirement, and banking records. Public contact is extensive and involves college and district staff, faculty, regulatory agencies, and governmental agencies for the purpose of exchanging policy and procedural information. A moderate degree of independent judgment and creativity are required to apply well-prescribed procedures to auditing, reconciling, and comparisons of data and to data entry, as well as to resolve frequent minor and occasional major problems that may occur. Consequences of errors in judgment can be costly in employee time and in money. The Payroll Specialist may lead the work of student assistants and other staff as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with college staff and others regarding payroll matters such as monthly and manual payroll documentation, temporary and regular employee payroll files, pay rate and work hour adjustments, overpayments and amounts due, retirement system enrollment and reporting, voluntary and mandatory deductions, salary calculations, bank reconciliations, and other related matters, as well as to provide and/or interpret operating policies and procedures
2. Assists in monthly and manual payroll processing, including collecting, auditing, and verifying accuracy of source documents related to employee files and compensation
3. Process payments and direct reporting for STRS, PERS, and Cash Balance retirement systems

4. Processes wage garnishments, dues, benefit programs and voluntary contributions, paycheck cancellations, reversals, reissues, advances, and stop payments as necessary
5. Audits, corrects, and maintains accurate payroll data for fiscal year pay records and to assist with the preparation of payments and reports for payroll taxes, leave plans, year-end W-2 forms, District programs, etc.
6. Records and balances unclaimed wages
7. Enters monthly journal vouchers for expense control and posts to the general ledger
8. Perform bank reconciliations
9. Files unemployment insurance audit report with the Employment Development Department (EDD)
10. Collects, audits, posts, balances, summarizes, and distributes pay warrants and processes off-schedule pay warrants as required
11. Sets up and maintains temporary and regular employee payroll records and related online and manual files in accordance with the record retention and disposal requirements established by District policies and procedures and Federal and State regulations
12. Communicates professionally with federal, state, and private auditors and governmental agencies regarding policies, procedures and regulations
13. Compiles payroll and related source documents for a variety of special and regular reports
14. Operates a variety of office equipment, including computers, calculators, copiers, telephones
15. Uses a database to enter, modify, research, retrieve, and format data for payroll processing, financial, statistical, and other documentation and reports
16. Uses a variety of computer software to compose and prepare a variety of correspondence, spreadsheets, memoranda, and reports as assigned
17. Researches and keeps informed of present and pending labor laws, California Education Code, District policies and procedures and federal and state regulations governing payroll
18. Assists in the development of new and improved procedures to streamline payroll processes, payroll timelines, and various reports
19. Performs other related duties as assigned

C. Requirements

1. Associate's degree or the equivalent in business administration, accounting, or a closely related field
2. Three years of verifiable work experience with large and complex payroll or related accounting clerical experience of increasing responsibility using an information management or an automated payroll system, including at least one year directing activities of a staff in either payroll or human resources
3. Extensive public contact experience with people of diverse cultures, language groups and abilities
4. Experience with the organization and maintenance of electronic and manual files and records
5. Experience with computer data entry, modification, and retrieval

6. Demonstrated skill in using complex spreadsheet and other computer software to compile data and prepare reports, correspondence and memoranda
 7. Demonstrated skill in the use of a database, including data entry, retrieval, and modification
 8. Skill in effective oral and written communication
 9. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
 10. Demonstrated skill in working as part of a customer service team
- OR
- An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires sensitive oral and written communication; attention to detail; visual acuity; data comparison; flexibility and adaptability; manual dexterity; tact and discretion; multi-tasking; working under deadline pressure; and patience in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of general accounting clerical principles and procedures, preferably as used in public agencies
2. Knowledge of payroll regulations, laws, and policies and procedures pertaining to payroll processing activities of the California Community Colleges
3. Knowledge of federal and state labor and payroll reporting laws, regulations, and practices
4. Knowledge of general principles of fund accounting as they relate to payroll
5. Knowledge of payroll and financial record keeping methods, practices, techniques and reporting requirements
6. Ability to read, understand, interpret, and apply complex technical and legal written information, including laws, rules, policies and regulations
7. Ability to maintain confidentiality related to the use and distribution of personnel and financial records, data, files, and reports
8. Skill in working accurately with financial and statistical data and mathematical calculations
9. Skill in comparing data and applying prescribed policies and procedures to accurately audit and code a variety of documents
10. Skill in respectful, tactful and sensitive interaction with people who are diverse in their cultures, language groups and abilities
11. Skill in entering, modifying and retrieving data using a computer
12. Skill in written and oral communication, including public speaking
13. Skill in using spreadsheet, word processing and other computer software to compose and prepare tracking tools, reports, correspondence and memoranda
14. Skill in working effectively as part of a customer service team

15. Skill in organizing data, setting up, tracking and maintaining data in electronic and manual files
16. Ability to coordinate, anticipate, and resolve workload issues and problems
17. Skill in working accurately under deadline pressure
18. Ability to adapt effectively to changes in procedures and delivery of customer services

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