



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

PAYROLL ANALYST

A Classified Professional Position

Grade 191S – Salary Schedule 40

A. General Statement

Under direction of the payroll supervisor, the payroll analyst has the responsibility of directing and supervising the subordinates in processing the classified and faculty payrolls using the computerized Banner payroll system. Public contact is extensive, primarily involving college and department staff for the purpose of exchanging technical information concerning the status of various accounts and projects. A high degree of independent judgment and creativity is required to apply a variety of prescribed guidelines and accounting principles to resolve problems that arise.

B. Duties and Responsibilities

The job functions which are essential to this position include the following:

1. Exchanges information with department and College staff, outside and governmental agencies, and students regarding budget issues, accounting reports, grants and other categorical funding, research information, reporting deadlines, accounts payable and receivable, general ledger, payroll, year-end closing, accounts balancing;
2. Adjusts position control budgets after the final budget is loaded; assists staff who oversee budgets with researching, analyzing, and adjusting budgetary accounts;
3. Supervises the clerical functions of the classified and faculty payroll processes and oversees functions of subordinates for timely processing of monthly and manual full and part-time payrolls.
4. Reviews and formally submits STRS/PERS/Cash balance retirement reports;
5. Prepares, files, and pays State payroll tax returns, W2 forms, and all payroll tax amendments;
6. Assists in the development of new and improved procedures to streamline payroll processes.
7. Sets up and documents procedures and compiles documentation of regulations and codes; maintain shared folders and payroll downloads site;
8. Communicates professionally with other departments, including the private and government sector in regards to various rules, regulations, and codes pertaining to particular payroll /personnel department functions.
9. Uses a database and a variety of computer software to enter, modify, research, retrieve and format data for financial, statistical and other documentation and reports; plans changes to computer data records in connection with other accounting and management staff; audits computer records for accuracy; provides input to auditors;
10. Journal and Reconcile payroll cash accounts in district and county; files unemployment insurance audit reports with EDD; prepares, analyzes, and reviews estimates of revenues, expenditures, fund conditions, budgetary accounts and transfers; enters monthly journal entries for revenue and expense control; posts to general ledger from all sources; assists in payroll tax reports preparation; prepares year end journals; prepares audit documents and answers audit questions;
11. Works with STRS/PERS agencies in resolving membership issues, problems, corrections, and

collections;

12. Collaborates with ITS in development payroll reports; analyzes, evaluates, plans, implements, and tests system to accommodate new retirement and tax reporting regulations, as well as new programs and updates;
13. Ability to work effectively as part of a customer service team.
14. Performs various other duties as requested by the payroll supervisor and other managers.

C. Physical/Other Requirements

This classification requires attention to and organization of detailed data; complex data comparison and analysis; drawing conclusions from assimilation of a variety of data; oral and written communication; sitting for long periods; individual to small group communication; manual dexterity; work under deadline pressure; good memory, tact, patience; adaptability and flexibility in order to perform the essential functions.

D. Education and Experience

Minimum Qualifications:

Five (5) years of verifiable work experience preparing employees payrolls and maintaining payroll records and systems, including at least one year of supervisory experience directing activities of a staff in payroll and or personnel. This classification requires a combination of education and experience equivalent to an Associate degree in accounting or a closely related field, creation and use of complex spreadsheets; use of a database and other computer software for research and report formatting and preparation; demonstrated skill in communicating respectfully and sensitively with people who are diverse in their cultures, language groups and abilities; demonstrated skills in effective oral and written communication; and demonstrated skill in working effectively as part of a customer service team.

Knowledge, Skills and Abilities

1. Knowledge of generally accepted accounting and auditing principles, practices and procedures.
**College courses; work experience.*
2. Knowledge of State Education Code, State Budget and Accounting policies and other applicable regulations.
**Job experience; special courses*
3. Knowledge of grant and categorical funding resources available to institutions of higher education.
**Job experience; special courses.*
4. Knowledge of financial analysis and research procedures; skill in designing, developing, evaluating and monitoring financial systems.
**College courses; special courses; job experience.*
5. Skill in the development and use of a variety of spreadsheet and other software instruments to conduct financial analysis and prepare reports.
**College courses; special courses; job experience.*
6. Skill in planning, organizing, and coordinating the work of accounting and support staff, technical resources and other staff from various constituencies and levels within the organization.
**Job experience; college courses.*
7. Skill in training, directing and evaluating the work of others.
**Special courses; job experience.*
8. Skill in oral and written communication, including public and persuasive speaking.
**College courses; special courses; job experience.*

9. Ability to communicate effectively with people of diverse cultures, language groups and abilities.

**Job experience; life experience.*

10. Ability to strategically-plan, organize, prioritize and implement multiple-tasked projects with similar timelines and anticipated outcomes.

**College courses; job experience.*

11. Ability to work as part of a customer service team.

**College courses; job experience.*

(6/2015)