



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### **PAYROLL MANAGER**

A Classified Supervisory Position (Exempt)  
Grade 192E – Salary Schedule 35

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#### **A. General Statement**

Reporting to the Chief Financial Officer, the Payroll Manager performs professional supervisory work involved with managing and directing computerized payroll production for the District. The Payroll Manager develops, implements, and monitors procedures to ensure integrity of the payroll systems and to comply with applicable Federal, State, and local laws, regulations, and guidelines. Public contact is extensive and involves staff at various levels within the organization, local government agencies and other outside entities for the purpose of exchanging technical accounting procedural and policy information. A high degree of independent judgment and creativity are required to analyze data and develop resolutions to a variety of minor and major problems that occur. The consequences of errors in judgment can be costly in employee time, public relations and/or institutional funding; however, administrative controls limit the risk of serious consequences in loss of revenue. A Payroll Manager supervises the work of accounting paraprofessional, clerical 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. Directs and manages all payroll processes and related obligations of the District Payroll department in compliance with labor agreements, legal requirements and relevant District policy and procedures
2. Oversees the preparation of monthly payrolls for district employees and any retroactive pay adjustments
3. Reviews payroll control reports and approves payroll transmissions
4. Hires, trains, supervises and evaluates assigned staff and provides feedback, training and developmental support as needed
5. Establishes and monitors timelines and prioritizes work
6. Supervises the maintenance of District payroll records and reports as required by federal, state, local, and District policy including meeting STRS and PERS requirements
7. Compiles information and calculations for W-2 reporting
8. Sorts and distributes W-2 forms at year end and answers questions regarding accessing electronic W-2 forms
9. Oversees W-2 corrections and the preparation of W-2c and W-3c documents

10. Monitors and audits the accuracy and integrity of all payrolls, benefit health cost premiums, mandated benefit costs and balances the general ledger
11. Provides technical direction to support staff conducting various payroll activities
12. Investigates and resolves complex or unusual payroll problems, which may require specialized research or analysis
13. Oversees quarterly and year-end balancing and auditing processes
14. Ensures payment of payroll taxes, withheld wages, and preparation of federal and state tax returns
15. Works closely with the Information Technology Services (ITS) department to identify and resolve system issues and to implement and maintain system applications, which ensures that payroll and time reporting meet STRS, PERS, local, federal, state laws, collective bargaining agreements, and district policies and procedures
16. Maximizes technology functionality to ensure Banner (Ellucian) system is fully optimized
17. Recommends payroll system enhancements/modifications to comply with laws, regulations, tax requirements, reporting procedures, accounting policies, labor union agreements, and organizational needs
18. Confers with Human Resources, ITS staff and external agencies including auditors, state retirement agencies, health benefit agencies, consultants, and federal and state agencies
19. Enters and retrieves data and prepares reports, correspondence and other written materials using various computer software such as, email, word processing, spreadsheets, and databases
20. Ensures timely report transmittals and payment to PERS and STRS retirement systems regarding employee resignations, retirements, and agency requirements
21. Develops, recommends and revises payroll policies and procedures in accordance with laws, regulations and policies
22. Reviews and makes recommendations concerning proposed legislation and policy issues
23. Analyzes proposed legislation affecting payroll issues to ensure District payroll procedures are in compliance
24. Attends and participates in various meetings and serves on committees and acts as a liaison to District staff and outside agencies on payroll related issues
25. Develops, implements, and administers a variety of special projects
26. Performs related duties as required or assigned

### **C. Requirements**

1. Bachelor's degree from an accredited institution in accounting, business administration, finance or a closely related field
2. Two years successful professional level work experience of increasing responsibility that has included payroll, fund accounting, financial analysis and reporting and project budgeting, planning, and design
3. Experience in the coordination of workloads with people at various levels within an organization
4. Skill in complex data research, analysis and reporting
5. Skill in the use of spreadsheets and a variety of computer software to compose and prepare data analysis, reports, summaries, correspondence and other materials
6. Extensive public contact with people of diverse cultures, language groups and abilities
7. Demonstrated skills in written and oral communication, including public speaking and persuasive communication
8. Skill directing the work of others
9. Possession of a California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-campus locations

OR

An equivalent combination of education and experience

### **D. Physical/Other Requirements**

This classification requires multi-level tasking and strategic planning, attention to detail and organization of financial data, active listening; individual to large-group communication, persuasion, good memory, tact, patience, flexibility and the ability to drive a motor vehicle to off-site locations in order to perform the essential functions.

**E. Knowledge, Skills & Abilities**

1. Knowledge of generally accepted accounting and auditing principles, practices and procedures, and fund accounting
2. Knowledge of regulations, policies, and standards governing payroll and benefit processes
3. Knowledge of federal, state, and location reporting requirements relating to payroll processes, including FLSA, California Education Code, STRS, PERS, and other programs and laws related to payroll records and benefit programs
4. Skill in the development and use of a variety of spreadsheet and other software instruments to conduct financial analysis, develop, format and prepare data for a variety of reports
5. Skill in planning, organizing, and coordinating the work of payroll and support staff, technical resources and other staff from various constituencies and levels within the organization
6. Skill in training, directing, supervising, and evaluating the work of others
7. Skill in oral and written communication, including public and persuasive speaking
8. Ability to effectively manage and oversee complex payroll processes
9. Ability to communicate effectively with people of diverse cultures, language groups and abilities who are at various levels within organizations
10. Ability to plan and coordinate work in a deadline-driven environment
11. Ability to maintain confidentiality and to handle sensitive information discretely

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