

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: PAYROLL COORDINATOR**

#### **BASIC FUNCTION:**

Under direction of the Chief Human Resources Officer or designee, plan, organize, coordinate and perform complex and highly-detailed work in the preparation, review, processing, of payroll for staff and student employees. Prepare, calculate, analyze, and file a variety of electronic and paper spreadsheet reports related to district payrolls.

#### **REPRESENTATIVE DUTIES:**

Plan, organize, oversee and participate in the preparation of District payrolls in accordance with established regulations, timelines, policies and procedures; assure salaries are accurate and in compliance with all applicable regulations (e.g. FLSA) and are charged to the appropriate budget account.

Calculate individual pay information for academic and classified personnel, hourly and student employees; compute adjustments, payroll docks and retroactive payments; balance and post information to the County payroll system; process and implement garnishments for State and federal tax agencies as required by law.

Reconcile monthly billings; file quarterly tax reports; establish deductions and deduction registers for insurance premiums, tax sheltered annuities, organizational dues and other voluntary payroll deductions. Contact employees to make appropriate arrangements for repayment of overpayments or adjustments to previous pay warrants that were found to be inaccurate.

Provide technical assistance and information to assist employees regarding payroll issues and questions in a timely manner; assure necessary forms are completed to process changes in pay warrant deductions. Provide payroll information to appropriate requesting agencies / business (e.g. income verification to employee financial institutions for loans, etc.).

Plan, organize, and coordinate the payroll process; prepare and distribute information to employees regarding changes to the payroll process; Ensure that checks are canceled and reissued as needed in a timely manner. Initiate collaborative efforts to resolve any reported, perceived, or actual pay errors.

Prepare, compute and submit periodic reports related to District payrolls, federal and State tax deductions, State disability and unemployment insurance, cafeteria plan and voluntary deductions to the County and other agencies as required; prepare special reports for administration as requested.

Audit and adjust as necessary, time charges for substitute, adjunct, temporary and regular employees; monitor retiree wages to assure earnings limitations are not exceeded; monitor hourly instructor wages and make hourly employees members of the retirement system as appropriate.

Provide work direction in a lead capacity; assign and review work; provide for appropriate training and staff development opportunities; assist in counseling, disciplining and performing performance evaluations of assigned staff.

Assist auditors with salary information and other payroll data; explain retirement deductions and rules applied to employees= salaries, including Social Security and Medicare.

Compute retirement program information for PERS / STRS; maintain and provide information regarding costs for optional retirement programs (e.g. Golden Handshake); provide information and documentation of other payroll related costs.

Answer questions about payroll and assist administration with a variety of special programs by providing projected payroll information for budgets and grant proposals.

Operate office equipment including calculator, computer equipment, facsimile machine and copier.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Applicable laws, regulations, policies and procedures regarding payroll processing

Preparation, maintenance, verification and processing of payroll records.

State, County, and District payroll policies and procedures related to classified, faculty and student employment.

Laws and regulations governing tax deductions, and voluntary payroll deductions.

STRS and PERS regulations.

Payroll related clauses of collective bargaining agreements.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Operation of computer equipment and standard office machines.

Principles and practices of training and work direction.

District organization, operations, policies and objectives.

### **ABILITY TO:**

Comprehend and use electronic database systems to set up payroll /deduction rules and to establish reports that accurately track payroll information for budgeting purposes.

Plan, organize, supervise and participate in effectively processing the District=s payrolls.

Calculate and adjust payroll deductions and payments.

Explain payroll and deduction procedures to classified, faculty, hourly and student employees and retirees on an on-going basis –either individually or in group training sessions.

Process accurate information for payroll and employee deductions.

Research and resolve payroll questions and issues.

Make complex mathematical calculations related to payroll.

Review, verify and process payroll information accurately.

Operate office equipment including computer, complex databases, calculator, copier, etc..  
Train and provide work direction in a lead capacity.  
Communicate effectively both orally and in writing.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented an Associate's degree in accounting, finance, or a closely related field and two years of payroll experience, preferably in a public sector organization. Bachelor's degree preferred.

**WORKING CONDITIONS:**

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to constant interruptions, demanding timelines, and will need to work towards successful resolutions with employees/students that believe they have issues with their pay /deductions.

**PHYSICAL DEMANDS:**

Must sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines; see to read fine print; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 10 pounds.