

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, and processing of payroll for employees. Prepare, calculate, analyze, and file a variety of reports related to district payrolls. Assist other HR staff with defined and flexible benefits as related to payroll.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

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*

Calculate individual pay information for employees; compute adjustments, payroll docks and retroactive payments; balance and post information to the payroll system; process garnishments for State and federal tax agencies as required by law. *E*

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. *E*

Provide assistance and information to 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. *E*

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. *E*

Prepare, compute and submit reports related to District payrolls, federal and State tax deductions, State disability and unemployment insurance, cafeteria plan and voluntary deductions as required. *E*

Audit hours for substitute, part time faculty, temporary and regular employees; monitor retiree wages to assure earnings or hours limitations are not exceeded; monitor employee hours and compensation for retirement system eligibility as appropriate. *E*

Provide work direction and guidance in a lead payroll capacity; assist and provide guidance to other staff assigned payroll functions; provide training and staff development opportunities related to payroll. *E*

Assist auditors with employee compensation information and other payroll data as required. *E*

Provide retirement information for PERS / STRS as required; maintain and provide information regarding costs for optional retirement programs and incentives; provide information and documentation of other payroll related costs. *E*

Assist administration with planning and cost analysis by providing projected salary and benefit information for budgets and grant proposals. *E*

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.
- To prepare accurate payroll information reports.
- Plan, organize, and effectively process accurate payrolls.
- Calculate and adjust payroll deductions and payments.
- Explain payroll and deduction procedures to employees and retirees.
- Research and resolve payroll questions and issues.
- Make complex mathematical calculations related to payroll.
- Operate office equipment including computer, complex databases, calculator, copier, etc..
- Provide direction, guidance and training 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 an Associate's degree in accounting, finance, or a closely related field and two years of payroll experience. Bachelor's degree preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for the purpose of reading printed matter. |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>2</u> | h. | Ability to lift <u>10</u> pounds. |
| <u>2</u> | I. | Ability to carry <u>10</u> pounds. |
| <u>4</u> | j. | Ability to operate office equipment, computer, or related peripherals. |
| <u>1</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.