

## COORDINATOR, PAYROLL

### **DEFINITION**

Under general supervision, coordinates the preparation, maintenance, and processing of the College's payroll; prepares, maintains, and distributes a variety of payroll records and reports; processes multiple payroll cycles to ensure employees are paid in an accurate and timely fashion.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director, Payroll. Provides technical and functional direction and training to assigned staff.

### **CLASS CHARACTERISTICS**

This is a journey-level and specialized class that performs a variety of professional and technical duties in support of the College's payroll and benefits systems. Incumbents are responsible for the overall preparation and distribution of payroll, maintenance of payroll records, and required reporting in accordance with federal, state, and local laws, rules, and regulations. This class is distinguished from other finance and accounting support classifications in that it has specialized subject matter expertise in payroll requiring additional levels of skills and training.

### **Examples of ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Processes hourly payrolls for adjunct faculty and hourly classified personnel by performing an extensive list of critical steps to open, audit, and complete multiple payroll cycles.
2. Conducts difficult and complex payroll calculations and performs various audit and verification procedures related to employee payroll.
3. Coordinates communication between divisions, departments, payroll, accounting, and human resources to ensure employees' job records are entered into the payroll system in an accurate and timely manner.
4. Coordinates communication within the Payroll Department to ensure smooth and efficient payroll activities, streamline payroll processes, and prevents duplication of efforts.
5. Coordinates the preparation, maintenance, updating, and processing of electronic timesheets.
6. Ensures all web-based timesheets are approved on time by department heads, supervisors, and managers through monitoring and communication with all timesheet approvers.
7. Assists the Director, Payroll with the processing of multiple monthly payrolls ensuring timely and accurate payments to employees; acts as Director, Payroll in his/her absence with the exception of the supervision of staff.
8. Enters adjustments within the Enterprise Application System (e.g. Banner) to process employee refunds, tax withholding, wage garnishments, and other payroll deductions.

9. Prepares and reconciles vendor payments for employee deductions, prepares payroll registers, transmits backup data to vendors, and submits remittance requests to Accounts Payable.
10. Prepares and reconciles CalSTRS (California State Teachers Retirement System) and CalPERS (California Public Employees Retirement System) employee retirement reports.
11. Calculates and tracks number of hours and days worked for employees and retirees to ensure compliance with CalPERS regulations; notifies Human Resources and employees accordingly.
12. Monitors the proper processing and data inputting of payroll technicians with regard to employee benefits, vacation, compensatory time, and sick leave usage; performs duties of Fiscal Technicians as necessary.
13. Assists with reconciliations of payroll accounts and performs corrections through payroll adjustments when necessary to resolve discrepancies.
14. Assists departments and employees by providing payroll information, explains procedures, and answers labor contract questions pertaining to payroll.
15. Processes information and develops reports using standard word processing, database, and spreadsheet software, as well as, accounting, payroll, financial, and other related electronic information systems.
16. Assists with implementation, testing, and training of automated enterprise application systems or emerging technologies related to the payroll transactions of the College.
17. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
18. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
19. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
20. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
21. Prepares and delivers oral presentations related to assigned areas as required.
22. Performs other related or lower classification duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Payroll reporting and payment requirements of various state and federal agencies and benefit providers.
3. Processes and techniques related to the processing and recording of payroll.
4. Employee benefits processes as they relate to payroll, and laws, rules, regulations, procedures, and financial transactions related to employee benefits.
5. Computerized accounting and finance systems, and computer software and systems related to payroll processes.
6. Computer applications related to work, including word processing, database, and spreadsheet software.

7. Record keeping, information processing requirements, and rules and policies related to the production of an employee payroll.
8. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including the College's various contracts and documents.
9. Principles and practices of auditing payroll documents.
10. English usage, spelling, vocabulary, grammar, and punctuation.
11. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

**Skills and Abilities to:**

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Review payroll and other financial documents for completeness and accuracy.
5. Review, post, balance, reconcile, and maintain accurate and confidential payroll records.
6. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures of accounting, payroll processing, employee record-keeping functions, and basic employee benefits processes.
7. Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll issues.
8. Compose correspondence and reports independently or from brief instructions.
9. Establish, maintain, and research payroll and related accounting records and files.
10. Make accurate arithmetic, financial, and statistical computations.
11. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
12. Establish and maintain a variety of filing, record-keeping, and tracking systems.
13. Understand and follow oral and written instructions.
14. Operate modern office equipment including computer equipment and specialized software applications programs.
15. Use English effectively to communicate in person, over the telephone, and in writing.
16. Understand scope of authority in making independent decisions.
17. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
18. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
19. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

1. Equivalent to an Associate's Degree in accounting, finance, business administration, or related field from a regionally accredited college; and
2. Three (3) years of experience in payroll, accounting, including the processing and preparation of employee payroll, and/or financial and accounting processing and record keeping.

A Bachelor's degree in Business Administration or directly related field will qualify incumbents for an increased pay grade.

### **Desirable Qualifications:**

1. A Bachelor's degree from a regionally accredited college or university in accounting or a related field is desirable.
2. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
3. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

### **Licenses and Certifications:**

None.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 4/2019; 7/2023