

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PAYROLL SPECIALIST

BASIC FUNCTION:

Under the direction of the Vice Chancellor, Human Resources, the Payroll Specialist performs a variety of complex technical tasks in the processing of employee payrolls at the District Office.

DISTINGUISHING CHARACTERISTICS:

The Payroll Specialist classification serves as a lead to other Payroll Technicians and performs the full range of payroll accounting, reporting, enters payroll information for assigned parts of the overall payroll for a College or the District Office.

PREPRESENTATIVE DUTIES:

Prepare and process classified, academic and management (confidential) payrolls; provide guidance to other payroll personnel in the preparation of payroll input documents; respond to inquiries regarding technical procedures and use of Banner H/R.

Establish schedule for transmitting direct deposit payments for wages to the bank; coordinate the distribution of payroll warrants; reconcile direct deposit account; and analyze account deposits and debits.

Assemble, tabulate, extend, balance and post District payrolls and related data; examine payroll transactions for accuracy and completeness including rate of pay, category of payments and account numbers; evaluate discrepancies in payments or records and perform adjustments as required; post, monitor and audit vacation and sick leave usage.

Monitor and adjust employee annual wage statements for overpayments, third party sick pay, and workers' compensation payments.

Maintain and update individual payroll records; audit files for mandatory payroll documents; earned benefits, voluntary deductions and long-term disability benefits records. Notify colleges to remedy delinquent records.

Prepare, submit and monitor the required retirement reports; compute payment schedule and coding.

Audit, compile, calculate and process payments in support of voluntary deductions to various private agencies including insurance companies, tax sheltered annuity carriers; serve as a resource for information regarding these activities.

Research and respond to questions regarding District payroll policies and procedures; prepare responses to court or arbitration-ordered payroll data.

KERN COMMUNITY COLLEGE DISTRICT

Deposit federal and state withholding taxes for employee wages for each payroll processed by the District.

Prepare and submit quarterly and annual payroll reports and statements to appropriate governmental agencies as required.

Coordinate the processing of W-2 statements; annually balance W-2 figures.

Provide authorized payroll information to public agencies, loan offices and insurance companies; verify earnings for employees as requested.

Operate a variety of office equipment including a copier, calculator, fax machine and a computer.

Research and verify financial and credit balance reports.

Assist in the annual preparation and presentation of formal and informal workshops on payroll-related matters.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices and terminology used in payroll and bookkeeping.

Applicable Federal, State and local laws, rules and regulations.

Rules, regulations and procedures of the Public Employees Retirement System (CalPERS) and California State Teachers Retirement System (CalSTRS).

Principles and procedures of statistical record-keeping and reporting.

Basic Math.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Operation of office equipment including a computer.

Research methods and report preparation techniques.

ABILITY TO:

Perform complex payroll and record-keeping procedures.

Research and prepare a variety of payroll related reports.

Perform mathematical calculations quickly and accurately.

Operate a variety of office equipment including a computer.

Maintain accurate and complete records.

Prepare, submit and monitor reports to CalSTRS and CalPERS.

Interpret and apply laws, rules and regulations related to payroll procedures.

Respond to request and inquiries from District employees, government agencies and the public.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

KERN COMMUNITY COLLEGE DISTRICT

EDUCATION AND EXPERIENCE:

A.A. Degree and five years of increasingly responsible experience in payroll or maintenance of financial accounting records.

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 spend 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 = 25-5- 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 purposes of reading printed matter. |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>3</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>1</u> | h. | Ability to lift <u>10</u> lbs. |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs. |
| <u>4</u> | j. | Ability to operate office equipment. |
| <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.