

**Payroll Manager**  
**District Office**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

Under the direction of the Vice Chancellor, Human Resources, the Payroll Manager will plan, organize, and manage the preparation, analysis, maintenance, and processing of the District's payroll function and provide supervision and guidance to assigned staff.

**Examples of Duties**

1. Supervise the preparation, analysis, maintenance, and processing of the District's payroll function.
2. Assist in establishing and implementing District accounting and financial policies pertaining to the payroll function.
3. Establish working procedures and processes for the payroll unit.
4. Interpret District accounting and financial policies as they apply to the payroll function.
5. Maintain in-depth technical and professional knowledge of the payroll function. Develops and recommends modification to accounting and financial processes.
6. Perform full supervisory activities including performance appraisal, discipline, and making hiring and selection recommendations.
7. Provide technical support, training, and general backup for payroll operations; plan, prioritize, assign, and supervise the work of payroll office staff.
8. Coordinate activities with other departments; communicate with a variety of offices and agencies, including the Office of the County Superintendent of Schools, county offices of the Treasurer and Auditor/Controller, State Teachers' Retirement System, Public Employees' Retirement System, Internal Revenue, and Franchise Tax Board.
9. Establish schedule for transmitting direct deposit payments for wages to the bank; coordinate the distribution of payroll warrants; sort warrants by location or bank code for direct deposits; reconcile direct deposit account; and analyze account deposits and debits.
10. Prepare, submit and monitor the required retirement reports; compute payment schedule and coding.

### Examples of Duties (continued)

11. Monitor and adjust employee annual wage statements for overpayments, third-party sick pay, and workers' compensation payments.
12. Deposit federal and state withholding taxes for employee wages for each payroll processed by the District.
13. Coordinate, schedule, and review payroll activities; compose correspondence to employees regarding payroll activities and procedures.
14. Monitor compliance of legislative changes and District contract revisions; recommend procedural changes as necessary; and design and implement the use of payroll-related forms.
15. Research and respond to questions regarding District payroll policies and procedures; prepare responses to court or arbitration-ordered payroll data.
16. Prepare and submit quarterly and annual payroll reports and statements to appropriate governmental agencies as required.
17. Coordinate the processing of W-2 statements; annually balance W-2 figures.
18. Conduct formal and informal workshops on payroll-related matters, including timekeeping procedures, scheduling, warrant distribution, and retirement eligibility.
19. Test upgrade products for new technology in the payroll area.

## **Qualifications**

### Minimum

- Bachelor's degree, preferably with a major in accounting, business administration, or a related field (Equivalent: College-level coursework in personnel related fields and a substantial amount of senior level experience in the fields of human resources/personnel administration. Experience will be converted on the basis of two years related experience is equal to one year of education.)
- Three years accounting or payroll and business administration experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

### Desirable

- Experience in a school, community college, university, or business setting.

## Knowledge and Abilities

Knowledge of:

- The California Community College Mission
- SCT BANNER Finance System for schools and/or community colleges.
- Federal and State laws and regulation governing employee payroll; principles of supervision and training; and the principles of data processing

Ability to:

- Learn and interpret laws, rules, and regulations affecting payrolls
- Prepare clear, concise, and accurate oral and written reports.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is a managerial/supervisory position.

# Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

7/21/08