

College of the Redwoods

Position Description

Position: Payroll Manager	Position Number:
Department: Human Resources	FSLA: Exempt
Reports to: Director & Chief Human Resources Officer	Salary Grade: 123

Summary

Under the direction of an assigned manager: the Payroll Manager manages and organizes District payroll functions, including payroll preparation, preparation and auditing of mandated health benefits and taxes, responds to questions and resolves employee pay and benefit issues, accounting reporting, manages workers compensation program and student insurance program, and evaluates assigned business office and payroll staff. Incumbent provides high quality work, maintains a professional attitude, and meets deadlines with limited direction.

Essential Duties and Responsibilities

- Directs and manages all payroll processes and related obligations of the District Payroll department in compliance with labor agreements, legal requirements and relevant District policy and procedures as well as District workers compensation program and student insurance program
- Oversees the preparation of monthly payrolls for district employees, the retiree benefit payroll and any retroactive pay adjustments; reviews payroll control reports and approves payroll transmissions
- Hires, trains, supervises and evaluates assigned staff; provides direction and work guidance to assigned staff; reviews assignments, work products and results; establishes and monitors timelines and prioritizes work; provides feedback, training and developmental support as needed
- Responds to questions and helps resolve employee pay and benefit issues; Responds to questions from outside the District, including public records requests
- Supervises the maintenance of District payroll records and reports as required by federal, state, local, and District policy including meeting STRS and PERS requirements; compiles information and calculations for W-2 reporting; sorts and distributes W-2 forms at year end; calculates and processes corrections, prepares W-2c and W-3c
- Monitors and audits the accuracy and integrity of all payrolls, benefit health cost premiums, mandated benefit costs and balances the general ledger
- Provides technical direction to support staff conducting various payroll activities; investigates and resolves complex or unusual payroll problems, which may require specialized research or analysis
- Oversees quarterly and year-end balancing and auditing processes; ensures payment of payroll taxes, withheld wages, and preparation of federal and state tax

returns

- Works closely with the Information Technology (IT) department to identify and resolve system issues and to implement and maintain system applications, which ensures that payroll and time reporting meet STRS, PERS, local, federal, state laws, collective bargaining agreements, and district policies and procedures
- Maximizes technology functionality to ensure system is fully optimized; recommends payroll system enhancements/modifications to comply with laws, regulations, tax requirements, reporting procedures, accounting policies, labor union agreements, and organizational needs
- Confers with Human Resources, IT staff and external agencies including auditors, state retirement agencies, health benefit agencies, consultants, and federal and state agencies
- Enters and retrieves data and prepares reports, correspondence and other written materials using various computer software such as, email, word processing, spreadsheets, and databases
- Ensures timely report transmittals and payment to PERS and STRS retirement systems regarding employee resignations, retirements, and agency requirements
- Develops, recommends and revises payroll policies and procedures in accordance with laws, regulations and policies
- Oversees billing and invoicing processes for health, dental, and other employee benefits
- Reviews and makes recommendations concerning proposed legislation and policy issues; analyzes proposed legislation affecting payroll issues to ensure District payroll procedures are in compliance
- Attends and participates in various meetings; serves on committees and acts as a liaison to District staff and outside agencies on payroll related issues
- Develops, implements, and administers a variety of special projects
- Performs other duties as assigned that support the overall objective of the position

Qualifications

▪ Knowledge and Skills

Requires the following knowledge and skills:

- Regulations, policies, and standards governing payroll and benefit processes
- Federal, state, and local reporting requirements relating to payroll processes including FLSA, California Education Code, STRS, PERS, Affordable Care Act, and other programs and laws related to payroll records and benefit programs
- Principles, methods, and effective techniques of supervision
- Computer technology and various software programs including email, word processing, spreadsheets and databases including computerized payroll/accounting systems, which support payroll planning, reporting, and processing

- Practices and principles of financial and statistical recordkeeping
- Effective verbal and written communication skills
- Effective interpersonal skills using diplomacy, patience, and courtesy

The following are desirable skills:

- Knowledge of laws and regulations applicable to community college payroll operations
- Knowledge of Ellucian Colleague integrated Human Resources/Payroll software system
- Experience working in a labor union environment

▪ **Abilities**

Requires the following abilities:

- Effectively manage and oversee complex payroll processes
- Plan and coordinate work in a dynamic deadline-driven environment; develop strategies to address competing priorities
- Make mathematical calculations quickly and accurately; reconcile differences
- Hire, train, and evaluate the work of others
- Analyze complex problems, evaluate alternatives and make appropriate recommendations and solutions
- Prepare concise, clear reports using a variety of software such as email, word processing, spreadsheet, and databases
- Develop and implement improved practices and procedures
- Ensure timely completion of assigned tasks in compliance with labor agreements, legal requirements and District policy
- Evaluate processes and implement changes to establish and maintain fiscal accountability and fundamental internal controls
- Communicate effectively both orally and in writing and work effectively in a diverse environment; utilize effective interpersonal skills to facilitate meetings and communicate payroll information across all segments of the college
- Establish and maintain cooperative working relationships with those contacted in the course of performing duties; sensitivity and understanding of diversity in the workplace and educational environment
- Maintain strict confidentiality at all times and handle sensitive information discretely

▪ **Physical Abilities**

- Seeing to inspect financial records
- Hearing and speaking to communicate with District staff
- Sitting for extended periods of time
- Ability to work 8 hour days/5days a week and to work extended periods of time as necessary to meet deadlines. Must be willing to work nights and weekends
- Bending, kneeling and reaching to retrieve and file records
- Dexterity of hands and fingers to write, to operate a computer keyboard and other office equipment

▪ **Education and Experience**

Requires the following:

- The position typically requires a Bachelor's degree in accounting or business administration and 2 years of responsible payroll and general accounting experience. Alternatively, the position will accept an Associate Degree and 4 years of experience in payroll and accounting or a high school diploma with post-secondary business curriculum and 6-8 years of experience.
- Experience in higher education accounting or budgeting desirable

▪ **Licenses and Certificates**

- Completion of Microsoft Office training, payroll training or Ellucian training desirable

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