

College of the Redwoods

Position Description

Position: Senior Payroll Technician	Position Number:
Department: Payroll	FLSA: Non-exempt
Reports to: Payroll & Benefits Manager	Salary Grade: 119

Summary

Ensures timely preparation and maintenance of payrolls for administration, faculty, and support staff. Maintains records and prepares reports related to payroll. Performs advanced technical and clerical accounting and financial record keeping activities involving the preparation, processing and maintenance of the payroll. Prepares and maintains appropriate accounts involving posting and balancing.

Essential Duties and Responsibilities

- Coordinates and participates in the processing of all District payrolls including computation and posting of employee time, subtraction of appropriate deductions and preparation of required reports.
- Assures payroll timelines are met, maintains payroll controls, and assures proper procedures, policies, rules and regulations are applied to payroll activities. Checks payrolls for compliance with rules, regulations and policies.
- Prepares regular and variable payrolls. Computes payroll deductions including those for retirement, union dues, tax sheltered annuities, credit union, and withholding taxes.
- Reconciles voluntary employee deductions and payments for payment to third party insurers.
- Prepares payroll journal adjustments to the accounting general ledger. Audits payroll accounts and transactions and prepares supporting documentation.
- Consults with information technology and the business office on issues concerning account codes and processing.
- Confers with data processing and accounting personnel at the County Office of Education concerning payroll programs and procedures. Reconciles College payroll with the County monthly.
- Interprets and explains a complete range of payroll policies to employees.
- Trains and performs quality reviews of the work of other employees assigned to Payroll. Reviews work, answers questions and assists with the more complex computations.
- Audits and updates regular and supplemental payrolls adding new employees and calculating proper deductions. Maintains current payroll records for all employees.
- Audits and verifies balances on accounts such as tax-deferred annuities and retirement. Advises Administration and staff of tax law, contract, and procedural changes.

- Ensures accurate reporting of federal, state, and special payroll taxes and fund contributions. Prepares retirement and withdrawal forms and reports.
- Participates in the reviews, processing and monitoring of worker compensation and student accident insurance claims. Forwards information and documents relating to outside agencies and providers.
- Ensures that payroll records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions. Oversees and posts changes to College payroll and accounting records. Prepares annual total compensation statements for each employee showing income, benefits, and deductions.
- Analyzes and processes accounts payable and receivable documents relating to payroll, insurance, and other benefits. Monitors accounts receivables to ensure payments are current.
- Maintains absence and sick leave records for all employees and prepares and distributes sick leave balance forms for each employee. Prepares a variety of reports.
- Provides information to employees concerning salaries, deductions, and general payroll policies.
- Audits, verifies, and processes payments to tax sheltered annuity and insurance companies and credit unions, and prepares periodic reports of disbursements.
- Responds to requests and sets up payroll adjustments for voluntary and legal forms of salary reduction.
- Coordinates and participates in activities connected with the development and maintenance of automated payroll systems.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires in-depth knowledge of the laws, regulations, and procedures that govern payroll and payroll processing. Requires a working knowledge of accounting procedures used in enterprise and government and general ledger record keeping. Requires working knowledge of labor contracts and education codes governing payroll. Requires an in-depth technical knowledge of the District's automated financial systems and of integrated/automated payroll/personnel systems in general. Requires knowledge of accounting entries for adjusting journals and applying to general ledger. Requires sufficient human relations and language skills to convey personal and technical information to all levels of staff, to train payroll and non-payroll staff, and to facilitate problem resolution. Requires working knowledge of computer-aided office productivity software and special accounting/payroll software using relational databases. Requires sufficient math skills to perform complex payroll calculations and conversions. Requires reading skill sufficient to read codes, regulations, and tax laws. Requires sufficient writing skills for reports and procedures.

- **Abilities**

Requires the ability to perform all aspects of the position. Requires the ability to maintain accurate payroll records. Requires the ability to learn and apply laws, and codes governing payroll and retirement. Must be able to prepare clear, complete and concise financial records and analyze payroll and accounting data. Requires the ability to conduct technical research, complete complex arithmetic computations and prepare reports. Requires the ability to use a range of personal computer software such as spreadsheets, word processing, and databases. Requires the ability to extract data from databases and import into formats that produce reports, check, and are remitted to other organizations. Requires the ability to ensure the confidentiality of private information.

- **Physical Abilities**

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires ambulatory ability to retrieve files and stand at a counter for customer service transactions. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person

- **Education and Experience**

The position typically requires an Associates Degree in general business or accounting plus four years of experience in payroll processing and audit of total compensation including retirement account balances. Additional relevant experience may substitute for some higher education on a two year for one basis.

- **Licenses and Certificates**

May require a valid driver's license.