

College of the Redwoods

Position Description

Position: Payroll and Benefits Manager	Position Number:
Department: Human Resources	FSLA: Exempt
Reports to: Vice President, Chief Human Resources Officer	Salary Grade: 124

Summary

The Payroll & Benefits Manager is responsible for the planning, development and management of District-wide payroll and wellness functions, including payroll preparation, auditing of mandated health benefits and taxes, and reporting. The Manager Resolves employee pay and benefit issues, accounting reporting, manages workers compensation program and student insurance program. Oversees and evaluates assigned payroll staff with a focus on automation and improved efficiency. Provides information and guidance regarding benefits and wellness options to employees. Align leadership and other stakeholders across the organization on staff development priorities, including manager development. 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 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;
- Monitors and audits the accuracy and integrity of all payroll, benefit health cost premiums, mandated benefit costs, and employment records
- Establishes and monitors timelines and prioritizes work; provides feedback, training and developmental support as needed
- Directs 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
- Coordinates 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

- Provides strategic and technical direction to support staff conducting various benefits and wellness activities; investigates and resolves complex or unusual benefits 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
- Performs research for and participates in collective bargaining activities related to employee benefits and wellness
- Maximizes technology functionality to ensure system is fully optimized; recommends payroll system and human resources enhancements/modifications to comply with laws, regulations, tax requirements, reporting procedures, accounting policies, labor union agreements, and organizational needs
- Ensures timely report transmittals and payment to PERS and STRS retirement systems regarding employee resignations, retirements, and agency requirements
- Develops, recommends and revises payroll and human resources policies and procedures in accordance with laws, regulations and policies
- Oversees billing and invoicing processes for health, dental, and other employee benefits
- Makes recommendations concerning proposed legislation and policy issues; analyzes proposed legislation affecting payroll issues to ensure compliance
- Attends and participates in various meetings; serves on committees and acts as a liaison to District staff and outside agencies on benefits and employee wellness related issues
- Performs other duties as assigned that support the overall objective of the position

Qualifications

- **Knowledge and Skills**

Requires knowledge of 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, wellness, and benefits programs. Requires understanding of principles, methods, and effective techniques of supervision, including mentoring and coaching others. Requires knowledge of computer technology and various software programs including email, word processing, spreadsheets and databases including computerized payroll/ accounting systems, which support payroll, benefits and human resources planning, reporting, and processing. Practices and principles of financial and statistical recordkeeping. Effective verbal and written communication skills. Knowledge of laws and regulations applicable to community college payroll operations. Knowledge of Ellucian Colleague integrated Human Resources/Payroll software system. Preferred experience working in a labor union environment.

- **Abilities**

Requires the ability to effectively manage and improve complex payroll, benefits, and human resources processes, plan and direct work in a dynamic deadline-driven environment; develop strategies to address competing priorities. Requires the ability to make mathematical calculations quickly and accurately; reconcile differences, hire, train, and evaluate the work of others, and analyze complex problems, evaluate alternatives and make appropriate recommendations and solutions. Requires the ability to 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. Requires the ability to 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. Requires the ability to maintain strict confidentiality at all times and handle sensitive information discretely.

- **Physical Abilities**

Requires the ability to perform work of a sedentary to moderately active nature. Requires sufficient ambulatory ability to move about to student activity venues and to travel with student groups. Requires sufficient strength to push/pull/lift communications equipment of medium weight on an occasional basis. Requires sufficient hand/eye and body mobility to demonstrate methods and safe work practices, and retrieve work materials from overhead and floor levels. Requires sufficient visual acuity to observe moving objects and people and read printed materials. Requires auditory ability to speak and hear conversations and to project voice to a large audience.

- **Education and Experience**

Position requires an Associate's Degree and four years' experience in payroll and a minimum of four years of training/professional development experience; or any combination of education, training and experience that demonstrates the ability to perform the duties of the position.

- **Licenses and Certificates**

Requires a valid driver's license