PAYROLL SPECIALIST

DEFINITION

This specification describes one class used to perform specialist work under the direction of the Payroll Supervisor. With minimum supervision, performs complex technical and analytical payroll tasks; acts as a lead worker for other payroll staff, providing guidance and assistance in problem resolution.

TYPICAL DUTIES

Assists the payroll supervisor in the management and maintenance of the district’s automated payroll system; recommends and helps implement improved internal controls and processes for payroll production; analyze and recommend changes to payroll software supported by network systems/programs; coordinate technology improvements through cooperation with the Payroll Supervisor, college staff and district management information systems staff. Assists in the establishment of departmental procedures and district wide payroll processes. Performs complex professional-level technical and analytical payroll tasks; assists in the development of management information reports; recommend content and format changes; prepare and analyze internal/external payroll-related reports.

Other duties may include the planning, organizing and coordinating of payroll activities with colleges and other operational units; may assist in the development of training programs and conduct or participate in training programs for college and district staff on payroll operating procedures. Analyze affect of payroll transactions on the general ledger and correct as needed. Reconcile and prepare correcting journals to properly post payroll detail to the general ledger. Prepare summaries and correspondence regarding payroll matters.

Serves as the back-up to Payroll Supervisor in processing payroll and related transactions. Performs Payroll Specialist duties as needed; performs related work as required. Acts as a lead worker for other payroll staff by providing guidance and assistance in problem resolution. Perform other duties as required.

ALLOCATION FACTORS

The wide latitude given for independent judgment and initiative for resolving problems characterizes the positions in this classification. Other characteristics include a wide range of knowledge of payroll, automated systems, and accounting, as well as a high level of problem solving skills, independent judgment and work skills, and ability to act as a lead worker.
LEVEL DESCRIPTIONS

Incumbent, with minimum supervision, performs complex technical and analytical payroll tasks at a professional-level; prepares, presents and assists in the development of management information reports; provides assistance in problem resolution. Serves as the back-up to the payroll supervisor; may develop and conduct training programs for college and District staff on payroll operating procedures.

QUALIFICATIONS

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<th>Promotional</th>
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<td>One year of experience in Los Rios District performing duties at the level of a Payroll Accountant, or equivalent.</td>
<td>Three years of responsible experience in payroll or financial record keeping related to the duties of the position.</td>
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EDUCATION

A bachelor's degree in business administration with a concentration in accounting or a related field from an accredited college or university, including course work in financial accounting and automated systems; OR, a bachelor’s degree in any discipline area and one additional year of qualifying experience.

KNOWLEDGE OF

Applicable laws, regulations, rulings, procedures, and policies regarding payroll records and programs; preparation, maintenance, verifications, and processing of payroll records; district payroll policies and procedures; modern office practices, procedures, and equipment; complex automated payroll systems; general accounting and financial controls; main frame, network, and desktop computer systems.

ABILITY TO

Perform the basic functions of the position; plan, organize, lead, control, and participate in payroll duties to assure the timely and accurate distribution of District payrolls; perform complex payroll preparation and verification duties, including reviewing payroll transactions to ensure they do not adversely affect the payroll; analyze financial data and draw sound conclusions; resolve problems quickly and efficiently; prepare clear, complete, concise reports; explain payroll policies and procedures to other staff; post data and make arithmetical computations quickly and accurately; monitor, adjust, and reconcile payroll data including verifying amounts posted to the general ledger; operate office equipment, including desktop computers and terminals; be knowledgeable and efficient with use of Word Perfect Suite, including Excel; evaluate and remedy complex anomalies in automated systems; lead and support other payroll employees; communicate effectively, both orally and in writing; interpret, apply, and explain rules, regulations, collective bargaining contracts, policies and procedures; maintain records and prepare reports; establish and maintain effective working relationships with others; analyze situations accurately and adopt an effective course of action. Perform complex professional-level payroll preparation and verification duties. Develop training programs for district and college staff to explain payroll policies and procedures.