PAYROLL ACCOUNTANT

DEFINITION
Under direction of assigned supervisor/manager, perform complex technical work involving the preparation and management of District payrolls, retirement reports and other regulatory procedures; independently perform District-wide payroll related duties, including maintenance and control of processes.

TYPICAL DUTIES
Administer complex automated payrolls for various cycles (monthly payrolls, retroactive payrolls, adjustment payrolls, etc.); understand the affect of various processes of the system and the proper methods of effectively entering transactions; understand the steps required to effectively process a payroll; provide technical assistance and analysis of payroll issues; assist in the improvement of District processes and procedures; assist in the department’s organization and workflow; analyze District procedures to ensure compliance with District collective bargaining agreements, board policies and regulations, Education Code provision and other applicable State, Federal and regulations; assist in the review and implementation new laws and regulations related to payroll; work with the colleges and District departments to ensure efficient operations; ensure payroll information is accurately reported to outside agencies; calculate manual payroll transactions; review and apply rules and regulations for retirement reporting to the California Public Employees’ Retirement System (CalPERS) and the California State Teachers’ Retirement System (CalSTRS); serve as a technical lead for other payroll staff by offering guidance, suggestions, and help in resolving complex issues. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE
Three years of experience related to the duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION
Completion of the requirements for a bachelor’s degree in accounting, business with a concentration in accounting, or a related field; OR, a bachelor’s degree in any discipline area AND one additional year of qualifying experience; OR, satisfactory completion of 60 semester units of course work AND two additional years of qualifying experience.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

KNOWLEDGE OF
Complex automated payroll systems; general and governmental accounting and budget principles; methods and practices of financial and statistical recordkeeping using computerized systems and applications related to financial recordkeeping; applicable federal, state, and local laws, policies, and regulations; modern office practices, procedures and equipment; administrative and clerical procedures
and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations and interrelationships at the level required to effectively perform the duties of the position.

ABILITY TO
Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state, and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and time lines; manage one’s own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USED (May include, but not limited to)
Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.