PAYROLL SPECIALIST

DEFINITION

Under supervision of assigned supervisor/manager, perform complex technical and analytical payroll tasks; act as a lead for payroll staff, providing guidance and assistance in problem resolution.

TYPICAL DUTIES

Provide technical assistance and analysis of payroll related issues; independently perform professional payroll accounting duties in the overall establishment, maintenance and control of payroll functions of the District; analyze effect of payroll transactions on the general ledger; reconcile and prepare correcting journals to properly post payroll detail to the general ledger; plan, organize and coordinate payroll activities with colleges and other operational units, coordinating critical payroll deadlines; recommend and assist with implementation of improved internal controls and processes for payroll production to enhance operations; assist in the improvement of processes and procedures in the management information system; assist in the establishment of departmental procedures and District wide payroll processes; prepare, present and assist in the development of management information reports; prepare and analyze internal/external payroll-related reports and correspondence; assist in the development of training programs and conduct or participate in training programs for college and District staff on payroll operating procedures; serve as a lead for other payroll staff by providing guidance and assistance in problem resolution. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Three years of experience related to the duties of the position; OR, one year of experience in Los Rios Community College District as a Payroll Accountant.

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

A bachelor's degree in business administration 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.

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, and office processes and procedures; 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, including arithmetic 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.