

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED**
SALARY TABLE: **30**

CLASS TITLE: **PAYROLL MANAGER**
SALARY RANGE: **142**

BASIC FUNCTION:

Under the direction of the Controller, plan, organize and direct payroll operations and activities to assure College employees and student workers are paid in an accurate and timely manner; coordinate, direct and participate in the preparation, maintenance, processing and auditing of manual and automated payroll data, records and reports; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct payroll operations and activities to assure College employees and student workers are paid in an accurate and timely manner; coordinate and oversee the processing of payroll-related data, forms and applications; assure payroll activities comply with established laws, codes, regulations, policies and procedures.

Coordinate, direct and participate in the preparation, maintenance, processing and auditing of manual and automated payroll data, records and reports; review information for accuracy, identify discrepancies, make corrections and resolve problems as necessary; coordinate and assure proper processing and application of employee benefits, insurance enrollments, sick leave and taxes.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Provide technical assistance to personnel and others concerning payroll activities and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related standards, requirements, computer operations, labor contracts, taxes, benefits, data, laws, codes, regulations, policies and procedures.

Coordinate auditing, record-keeping and reporting functions to assure proper application, calculation and reporting of compensation data, benefits and taxes; oversee and participate in the coding and application of voluntary deductions; supervise the distribution and processing of annual W-2 forms; assure proper authorizing signatures, coding and accuracy of payroll adjustments.

Organize, direct and participate in the inputting, updating and auditing of a variety of payroll data in an assigned computer system; establish and maintain automated records; extract and adjust data, develop spreadsheets, initiate queries and generate a variety of computerized records and reports related to payroll activities; assure accuracy of automated payroll data.

Coordinate information and personnel to assure smooth and efficient payroll activities; establish payroll time lines and priorities; investigate and assure proper and timely resolution of payroll discrepancies, issues and conflicts.

Monitor and evaluate College payroll policies and procedures for financial effectiveness and operational efficiency; develop and implement policies and procedures to enhance the financial effectiveness and operational efficiency of payroll operations.

Coordinate payroll-related communications between College, personnel, administrators, educational organizations, retirement systems, benefit providers and others; serve as a liaison between the College and outside auditors concerning District and governmental audits.

Oversee and participate in the preparation and maintenance of a variety of financial and statistical records, statements and reports related to payroll, employees, taxes, sick leave, vacation and assigned activities; assure mandated reports are submitted to appropriate governmental agency according to established time lines.

Operate a variety of office equipment including a computer and assigned software; administer the on-line student payroll system as directed; supervise the implementation of payroll system software conversions; drive a vehicle to conduct work.

Provide technical information and assistance to the Controller regarding payroll activities, needs and issues; assist in the formulation and development of policies, procedures and programs; assure proper implementation of contract-related standards concerning compensation and fringe benefits.

Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to payroll functions; assist with modifying systems and activities to meet requirements.

Assist with coordinating benefits for College personnel as directed; participate in compiling and evaluating rates and information for employee benefits; provide earnings and employment information for employees applying for unemployment insurance as needed.

Attend and conduct various meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of College payroll operations and activities.

Practices, procedures and techniques involved in payroll preparation and processing.

College payroll policies, objectives and procedures.

Tax withholding, voluntary deductions and supplemental insurance.

Preparation, maintenance, verification and processing of payroll records and reports.

Applicable laws, codes, regulations, policies and procedures.

May 2021

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Record retrieval and storage systems.
Financial and statistical record-keeping techniques.
Preparation of financial statements and comprehensive accounting reports.
Policies and objectives of assigned programs and activities.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Arithmetic computations.

ABILITY TO:

Plan, organize and direct payroll operations and activities to assure College employees and student workers are paid in an accurate and timely manner.
Coordinate, direct and participate in the preparation, maintenance, processing and auditing of manual and automated payroll data, records and reports.
Supervise and evaluate the performance of assigned personnel.
Coordinate auditing, record-keeping and reporting functions to assure proper application, calculation and reporting of compensation data, benefits and taxes.
Assure proper and timely resolution of payroll discrepancies, issues and conflicts.
Monitor, audit, adjust and reconcile payroll data.
Provide technical assistance concerning payroll activities and related functions.
Plan, organize, direct and participate in the inputting and updating of a variety of payroll and employee data in an assigned computer system.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action..
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct and participate in the preparation and maintenance of various financial and statistical records, reports and statements related to employees and payroll.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business administration, accounting or related field and three years increasingly responsible payroll experience including work with automated record-keeping systems.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.