

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

TITLE: PAYROLL ASSISTANT

RANGE: 18

DISTRICT VALUES

Southwestern College (SWC) is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

Southwestern College (SWC) employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership, and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents in District positions exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the general supervision of the assigned administrator, performs a variety of clerical accounting tasks related to payroll processing; ensures accurate and timely payroll transactions, maintains payroll records; provides clerical support to appropriate staff as needed; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This journey level classification is responsible for independently performing routine clerical accounting duties in support of the District's payroll processing. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in the preparation and processing of payroll for all District employees; receives, reviews, verifies, and processes various payroll-related documents (e.g., time recording documents) to prepare payroll for District employees and maintain the payroll system; reconciles billing invoices against payroll deductions; ensures accuracy and compliance with District policies and regulations. **E**

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Payroll Assistant - Continued

2. Updates and maintains employee data related to demographics, taxes, direct deposits, garnishments, and union dues in the appropriate systems. **E**
3. Performs payroll adjustments when necessary to resolve discrepancies. **E**
4. Maintains a variety of records and files related to payroll processes, employee records, and assigned activities including timesheets and paystubs. **E**
5. Assists with the preparation of a variety of payroll-related correspondence and reports including receiving and responding to requests from external agencies (e.g., courts, attorneys, tax authorities, and insurance companies). **E**
6. Assists employees by providing payroll information, explaining procedures, and answering questions pertaining to payroll including completion of forms, pay frequency, and access to paystubs. **E**
7. Performs general clerical office support duties including filing, photocopying, and scanning documents. **E**
8. Perform related duties as assigned.

E = Essential Function

KNOWLEDGE AND ABILITIES

Knowledge of:

- Payroll and timekeeping practices, procedures, processes, and techniques.
- Principles and procedures of financial record keeping and reporting.
- Business mathematics.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Gather and compile information from a variety of sources.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.
- Understand and comply with District financial transaction standards, policies, and procedures.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A Typical way to obtain the required qualifications would be:

Graduation from high school or a General Education Degree (GED); **AND** two (2) years of general clerical accounting, payroll, or financial recordkeeping experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing a computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Created: March 2026

Southwestern Community College District