

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF PAYROLL SERVICES

DISTRICT VALUES

Incumbents in District positions are expected to 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 administrative leadership and general direction of the assigned Assistant Superintendent/Vice President, the Payroll Director is responsible for various and complex functions of the Payroll Services Office, including planning, organizing and directing the operation and activities of District payroll, while assuring compliance with applicable legal requirements, as well as Federal, State, County and District policies, accurate reporting, accounting and distribution of salary and wage payments for all District employees; record and maintain payroll-related information for District management and external agencies including tax and retirement reporting; train, supervise and evaluate the performance of assigned personnel.

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. Plan, organize, train, coordinate and direct the activities and operations related to District payroll functions. **E**
2. Ensure proper and modern governance, function, and operational policies, procedures, and processes associated with an integrated payroll system are in place. **E**
3. Lead and facilitate the integration and innovation of the payroll system. Plan, coordinate, and operationalize the development and improvement of business processes. Ensuring that technology meets business requirements, anticipating and resolving any system or process issues as they arise. **E**
4. Provide leadership to the Payroll department including technical support, training, and general backup for payroll operations; plan, prioritize, assign, and supervise the work of payroll office staff. **E**
5. Generate, reconcile and report W2 Wage and Tax Statements. **E**
6. Ensure timely and accurate reporting of quarterly state and federal taxes and other related reports, communications, and audits. **E**

7. Ensure timely and accurate compliance with IRS, State, Social Security, PERS and STRS pension, and all applicable rules and regulations. Reconcile federal and state tax withholding, unemployment insurance, social security, Medicare, and retirement reporting to proper agencies. ***E***
8. Respond timely to verbal and written inquiries regarding payments, tax withholding, retirement reporting and voluntary deductions. ***E***
9. Audit, compile, and organize payroll data and prepare reports to include summaries to assist management in budgeting and collective bargaining processes. ***E***
10. Provide technical expertise, guidance, training, and resources to District administrators regarding payroll operations and develop/maintain payroll related policies and procedures. ***E***
11. Provide effective and timely communication to representatives of government agencies, financial institutions, retirement systems, legal counsel, and bargaining units to exchange information, resolve issues, and coordinate activities. ***E***
12. Oversee and participate in the preparation of payroll records including timecards, payroll worksheets, warrant registers and other materials in accordance with District and government requirements and regulations. ***E***
13. Prepare comprehensive financial and statistical reports related to payroll, retirement, leaves, and unemployment insurance. ***E***
14. Assure distribution to appropriate offices and agencies; train, supervise and evaluate the performance of assigned personnel. ***E***
15. Participate in interviewing and selecting new personnel; confer with personnel and data processing staff to coordinate efforts and enhance automated systems and reporting capabilities. ***E***
16. Learn and apply emerging technologies and advancements (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner. ***E***
17. Provide accurate and timely delivery of required and requested data to PERS and STRS agencies and generate retirement reports. ***E***
18. Process and pay levies, garnishments, and withholding orders in an accurate and timely manner. ***E***
19. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Accounting and financial controls.
- Retirement and state and federal tax reporting.
- Applicable laws, rulings, procedures and policies, education codes and FLSA regulations regarding payroll and retirement records and programs.
- Preparation, maintenance, verification, and processing of payroll records.
- District payroll policies and procedures.

- Modern office practices, procedures, and equipment.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of supervision and training.
- District organization, operations, policies, and objectives.
- Computer applications used in payroll processing.
- Operation of a microcomputer, including word processing and software applications.

Ability to:

- Perform the functions of the position and innovate to achieve gains in efficiency and/or effectiveness.
- Plan, organize, supervise, and participate in payroll duties to assure the timely and accurate distribution of District payrolls.
- Perform complex payroll preparation and verification duties.
- Explain payroll policies and procedures to employees.
- Post data and make arithmetical computations quickly and accurately.
- Monitor, adjust and reconcile payroll data.
- Operate standard office equipment and specialized payroll equipment.
- Effectively lead and supervise Payroll staff.
- Establish and maintain cooperative working relationships.
- Communicate effectively both orally and in writing.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze accurately and adopt an effective course of action.
- Work independently with little direction.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited institution in accounting, finance, business administration or related field, or equivalent combination of education and experience.

AND

Four (4) years of professional level experience performing direct payroll responsibilities including managing the governance, functional, and operational aspects and processes associated with an integrated Payroll enterprise resource planning system, **INCLUSIVE** of two (2) years of professional supervisory experience.

DESIRED QUALIFICATIONS

- Five (5) to seven (7) years of professional level payroll supervisory/management experience.
- Previous experience working in a large, complex, governmental organization such as higher education or other public agencies.
- Experience administering the Payroll functionality of a computer information management system (preferably Colleague).

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 accommodations 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; and to verbally communicate to exchange information.

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

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

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Human Resources

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