

## **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.