

## **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**, two years of experience in Los Rios Community College District as a Payroll Technician or one year of experience 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 with a major or concentration in accounting, business administration or a related field; **OR**, a bachelor's degree in any discipline area and one additional year of qualifying experience; **OR**, an associate's degree with a major or concentration in accounting, business administration or a related field and two additional years of qualifying experience; **OR**, an associate's degree in any discipline and three additional years of qualifying experience. NOTE: Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.

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.