

September 2020

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED
SALARY TABLE/RANGE: 29/34

CLASS TITLE: PAYROLL COORDINATOR

BASIC FUNCTION: Under the direction of the Payroll Manager and in addition to performing functions within the Payroll Technician classification this position performs a variety of specialized, complex payroll accounting duties involved in establishing, analyzing, auditing, reconciling and maintaining manual and automated financial and payroll records to assure all District employees are paid in an accurate and timely manner. Assists with preparing reports related to payroll, reconciliation of payroll accounts, quarterly tax deposits, benefits, voluntary deductions and other related payroll functions. Acts as a lead for other personnel assigned to the Payroll department.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to assure accuracy and data integrity, completeness and compliance with established District policy and procedures, federal, state, retirement, labor laws, and other rules and practices.

Maintain accurate, complete and confidential payroll and other personnel records and reports. Assure that employee retirement and benefit (health insurances, 403(b), and other voluntary deductions) information is accurate; interpret, coordinate, document and communicate required payroll changes and adjustments.

Troubleshoot and make payroll software system set up changes as needed.

Perform duties involved in the processing of district wide payroll. Prepares accurate mathematical and/or statistical calculations of salary, deductions, leave adjustments and other wage adjustments to facilitate the issuance of pay warrants; review, compare, audit and reconcile payroll reports and spreadsheets with timesheets and other payroll records to assure accuracy of pay warrants.

Processes regular and supplemental monthly payroll for all District employees; performs complex payroll calculations; processes retroactive payroll adjustments; special manual checks, verifies overtime pay rates, and makes adjustments accordingly.

Prepares a variety of payroll documents such as, but not limited to, adjustments, tax withholding and other voluntary deductions, retirement forms, absence report, stipend requests, etc. Coordinate and communicate with other College departments to exchange information, coordinate standards and practices, and resolve shared interests or concerns; coordinate, document, and explain the implementation of new legislation, changes in labor agreements, and software changes to Payroll Technicians.

Assist Payroll Manager by sharing payroll related legislative and labor agreement compliance knowledge, office coordination of software, software maintenance, and college policies and procedures.

Assist with reviewing payroll control reports and ensuring payroll transmissions for direct deposit files and payroll check files are accurate; assist with the timely submission of month-end payroll.

Assist with CalPERS and CalSTRS retirement system reporting and reconciliation in their respective retirement systems.

Assists the payroll manager with monthly payroll tax liabilities, quarterly tax liabilities and federal and state quarterly reporting, and annual W2 processing, including making adjustments, and verifying submission to appropriate agencies.

Coordinate with Payroll Manager monthly, quarterly and annual reporting of payroll related information to internal and external departments/agencies; complete recurring auditing and reconciliation duties; research and correct complex discrepancies.

Act as IT liaison and payroll Enterprise Resource Planning (ERP) system subject matter expert; participate in the review, testing and implementation of ERP software upgrades including year-end upgrades; troubleshoot and resolve simple and complex issues involving payroll functions within related software programs.

Responsible for maintaining and setting up all earn codes, deduction codes, employee classes, and adjustments; assists with salary table maintenance, adjustments, corrections, fiscal year-end rolls of salary tables, and employee leave balance rollovers in the ERP payroll system; maintains all ERP payroll system rules and validation tables.

Compile, prepare and maintain a variety of records and reports related to employee information, time sheets, leave transactions, pay warrants, taxes, deductions and other assigned duties.

Serve as a technical and informational resource to College employees relating to payroll using a variety of communication methods that include both in-person and remote customer service support; troubleshoot and provide training for employees and managers using payroll software programs as needed to resolve issues or concerns related to payroll and timekeeping functions, policies, procedures, payroll records and related laws or regulations.

Communicate with outside state and federal agencies including 3rd party vendors to exchange information concerning related payroll functions and transactions; respond to inquiries, resolve issues, conflicts and discrepancies; participate in annual meetings as needed to maintain currency of knowledge regarding recordkeeping, laws, regulations, policies and procedures related to the payroll function.

Assist in assuring payroll information, transactions and activities comply with established payroll and retirement system standards, requirements, laws, codes, regulations, policies and procedures.

Process special payroll transactions such as corrections, changes and retroactive pay as needed; initiate and process the cancellation of lost, stolen or forged warrants as directed.

Assist with the processing, completion and distribution of tax forms, medical benefits, retirement benefits and other payroll deductions; participate in auditing, correcting and updating information in related reports.

Provides support to various general accounting functions and personnel, and human resources personnel.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Impact of complex legislation affecting employee retirement and health insurance coverage

Ellucian Banner ERP software system set up structure detail

Applicable laws, codes, regulations, policies and procedures

Familiar with Labor Code, Education Code, Labor Agreements, SBCC policies and procedures

Application of taxes for various types of earnings and deductions

Principles and techniques involved in payroll preparation and processing.

Methods, procedures and terminology used in technical accounting work.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Tax withholding, voluntary deductions and employee benefits.

Verification and processing of payroll records and reports.

Policies and objectives of assigned programs and activities.

Payroll policies and procedures.

Data control procedures and data entry operations.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Arithmetic computations and business mathematics including percentages and decimals.

ABILITY TO:

Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community.
Perform a variety of technical payroll accounting duties to ensure all employees are paid in an accurate and timely manner.
Perform technical and specialized payroll and accounting work involved in establishing, analyzing, auditing, reconciling and maintaining financial records.
Compare data for system data integrity. Interpret, apply and explain rules, regulations, policies and procedures.
Determine appropriate action within clearly defined guidelines.
Plan and organize work.
Pay attention to detail.
Maintain accurate financial and statistical records.
Prepare and evaluate comprehensive payroll reports and statements.
Monitor, audit, adjust and reconcile payroll data.
Review, process, evaluate and verify a variety of financial information.
Identify, investigate and resolve financial errors and discrepancies.
Issue and distribute payments as assigned.
Monitor and audit income and expenditures.
Assemble, organize and prepare data for records and reports.
Compare numbers and detect errors efficiently.
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Operate standard office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Perform arithmetic calculations quickly and accurately.
Familiarity with classified and certificated union contracts.

EDUCATION AND PAID EXPERIENCE:

Any combination of education or experience equivalent to: an Associates degree with three years of increasingly responsible payroll or related accounting experience.

WORKING CONDITIONS OF EMPLOYMENT:

The work environment and physical demands described here are represented of those required by an employee and to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Indoor office environment.

PHYSICAL DEMANDS:

Regular operation of a computer keyboard, calculator, and other normal office equipment.

Reading a variety of complex educational and financial materials.

Ability to remain in a stationary position for an extended period of time.

Communicating and expressing oneself clearly on a variety of topics in conversations with, and presentations to, staff, students, and members of the community.

Hearing and speaking to exchange information.