

September 2020

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED
SALARY SCHEDULE: 29

CLASS TITLE: PAYROLL TECHNICIAN
RANGE: 29

BASIC FUNCTION: Under the direction of the Payroll Manager, perform a variety of technical and specialized payroll accounting functions in the processing, reviewing, and auditing of District-wide payroll including the interpretation of applicable federal, state, retirement, labor laws, codes and regulations; maintain accurate, complete and confidential payroll and other personnel records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical, detailed payroll accounting duties to assure classified, certificated, student workers, and other temporary employees are paid in an accurate and timely manner; receive, review, verify and process various payroll records and documents; process a variety of payroll adjustments as needed.

Process and evaluate payroll-related information, forms and applications; input timesheet and other payroll information into assigned computer systems; generate computerized lists and reports; assure accuracy and completeness of input and output data; audit data, identify errors and make corrections.

Audit student-hourly timesheets for sick hours, meal break violations, and overtime. Email supervisors who have not approved timesheets. Monitor annual limits for hours and days worked. Upload timesheet data into the payroll system monthly and audit for discrepancies; communicate and submit work orders to vendors when a timesheet issue arises.

Using various source documents, collect, review, maintain, enter and update payroll data in the payroll system; organize, maintain and adjust payroll records including employee deductions, leave balances, direct deposit, garnishments, and tax withholding; develop and maintain spreadsheets as directed.

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

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

Maintain, audit and reconcile assigned payroll accounts; including deductions for benefit programs, union dues; health insurance premiums; supplemental life premiums; 403(b) contributions; Section 125 contributions; and charitable contributions, and forward required payment information to accounts payable for timely payment processing.

Compiles, researches, and prepares a variety of periodic and special reports related to the payroll function; prepare and maintain information related to employee records and report, time sheets, leave, pay warrants, taxes, deductions and other information related to assigned duties.

Prepare monthly health insurance benefit reports, spreadsheets and invoices for retired employees and board members; communicate with the Foundation and other internal departments, provide information to facilitate billing and payment transactions.

Serve as a technical and informational resource to College employees relating to payroll functions, by creating original reference documents and using a variety of communication methods that include both in-person and remote customer service support; troubleshoot and provide training and 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, CalPERS and CalSTRS, to exchange technical information concerning related payroll functions and transactions; respond to inquiries, resolve issues, conflicts and discrepancies; participate in meetings as needed to maintain currency of knowledge regarding recordkeeping, laws, regulations, policies and procedures related to payroll functions.

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

Attend benefit meetings annually to get new benefit rates and input the new insurance premiums into the payroll system. Assist HR with the annual open enrollment process for active and retired employees.

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.

Provide support to the accounting department by assisting with various general accounting functions; partner with the human resources department to collaborate, troubleshoot and resolve any payroll related issues; foster effective partnerships across campus to maintain operational efficiency and effectiveness.

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:

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.
Familiar with Labor Code, Education Code, Labor Agreements
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
Familiarity with classified and certificated union contracts.

ABILITY TO:

Perform a variety of complex, technical payroll accounting duties to assure all employees are paid in an accurate and timely manner.
Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community.
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.
Access archived payroll records, including data contained on CD-ROMs and microfiche.
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.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to: graduation from high school supplemented by college-level coursework in accounting or related field and two years payroll or related accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting for extended periods of time.