



Payroll Administrator - DRAFT

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
620	Exempt	2-Professionals	Unrepresented	08	01/22/2020	20-002

DEFINITION: Under general direction, provides supervision of the operations and services of technical and clerical payroll support staff to ensure timely and accurate payment to the District’s employees and retirees; participates in the daily operations and activities of the payroll function in the Finance Department, including all phases of the payroll processing, payroll recordkeeping, and various payroll related reporting activities. This position is distinguished from the Payroll Manager in that the latter has overall management responsibility of the unit, and has the ultimate decision- making authority related to the direction, and operation of the unit, while this position assists in the determination of the direction but is primarily responsible for its implementation and day-to-day supervision of the unit’s functions, activities, and staff. **REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:**

- Plans, organizes, assigns, supervises, and reviews the day-to-day payroll operations and activities to assure District employees are paid in an accurate and timely manner; oversees the processing of payroll-related forms and applications; reviews, edits, approves and processes the District’s payroll runs; assures payroll activities comply with established laws, codes, regulations, policies and procedures.
- Participates in the selection, supervision, training, motivation, evaluation, and discipline of assigned staff and ensures the development of staff skills and competencies; documents, tracks, and schedules the ongoing training of assigned staff to ensure that they are able to maintain proficiency with evolving job requirements; ensures the provision of a high performing team.
- Participates in the development and implementation of goals, objectives, policies, and priorities for payroll services and programs; identifies resource needs; recommends and implements policies and procedures, develops standard operating procedures for the payroll department; identifies opportunities for improving service delivery; reviews with appropriate management staff; implements improvements after approval.
- Assists and provides input to the Payroll Manager in the development, administration, and oversight of the assigned budget.
- Coordinates assigned services, projects, and activities with other departments and outside agencies; leads cross-departmental functional teams to ensure timely and accurate daily time and absence reporting.
- Participates in the completion of third party and payroll general ledger account reconciliations, analyzes transactions, identifies errors, makes necessary corrections and presents data in a user-friendly format.
- Ensures third-party remittance and postings to financial records are completed in a timely and accurate manner.
- Performs Time and Labor, and Payroll troubleshooting, and support activities, including resolving configuration-related time exceptions; coordinating resolution of audit discrepancies, supporting supervisors and managers in troubleshooting process issues and resolving time exceptions.
- Assists in performing a variety of system set-up, configuration and maintenance activities including performing audits of the payable time and exceptions; maintain and monitor the time and labor system set-up tables and resolve issues.
- Reviews payroll computations to ensure accuracy and compliance with state and federal tax regulations.
- Assists in assembling materials, analyzing, and preparing PBC’s (“prepared by client”) schedules per auditor request and specifications.
- Creates and provides various queries, necessary for the creation of financial reports on an ad-hoc basis by extracting, compiling, analyzing, and formatting financial data.
- Implementation of new systems or system enhancements, including coordinating with affected departments.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of payroll processing and time reporting; stays abreast of federal, state, and local regulations and related to wage and hour laws to ensure the District’s compliance.
- Maintains and audits control logs for check disbursements.



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- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Current federal, state, and local wage and hour laws, and regulations related to the preparation, processing, and reporting of payroll and personnel records; principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures; unemployment codes and other applicable tax regulations regarding compensation reporting; principles and practices of payroll processing and accounting; working understanding of HR and Benefits processes and related system tables; the District's automated time and attendance systems; retirement plans and reporting on a general level; principles and practices of effective supervision including motivation and work planning; databases and spreadsheet programs at an advanced level; and current software for word processing at an intermediate level.

Ability to: Successfully trouble-shoot the District's Time and Labor payroll system processing errors under tight time constraints; assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards; supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff; organize, implement, and direct payroll operations, and activities; work with technical staff and speak in system specific terms, including system table knowledge; learn, interpret, understand, and apply pertinent government accounting and payroll regulations and multiple collective bargaining agreements; lead multi-department cross functional teams; work collaboratively across departments; analyze data, resolve errors and discrepancies, perform mathematical computations rapidly and accurately; interpret data from various accounting systems, meet deadlines on a continual basis; provide coaching, training, and work direction; motivate staff in a fast-paced, deadline dependent environment; keep abreast of technological developments, communicate clearly both orally and in writing; and build and maintain positive and collaborative working relationships with those encountered in the course of work using principles of excellent customer service.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field.

Experience: Four (4) years of recent and verifiable experience processing payroll or in a related field. Additional years of experience may be substituted for the required education on a year-for-year basis.

License and Certification(s): None

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment.

Special Environmental Conditions: None

Special Requirements: Must be able to work outside regular business hours as required by the demands of business, to meet deadlines, and to attend external meetings and events.