



## Alameda Contra Costa Transit District Classification Specification

Exhibit-D

### Senior Payroll Specialist - DRAFT

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
624	Non-Exempt	5-Paraprofessionals	AFSCME	06	2/12/2020	20-013

**DEFINITION:** Under general direction, performs the full range of payroll preparation, processing, and confirmation functions for the timely and accurate completion of payroll for all District employees; , and may participate in special payroll or accounting projects. This is the advanced, lead-level within the Payroll Specialist series. Incumbents at this level participate in the implementation of programs and are expected to operate with a significant degree of independence and possess extensive knowledge of laws, regulations, policies, and procedures of the assigned program. This classification provides technical and functional direction to professional, technical, and clerical staff; may act on behalf of the Program Administrator in their absence.

### **REPRESENTATIVE FUNCTIONS** may include, but are not limited to the following:

- Provides lead direction, training, work review, and evaluation to staff providing administrative and technical support of an assigned program; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of the assigned work.
- Monitors, finalizes, approves, and confirms weekly and bi-monthly payroll close processes, including Time and Labor; and edits and approves employees' time, and the employee status report.
- Sets up the check print file and coordinates printing with the Treasury unit.
- Updates, confirms, and runs the leave balance accrual, and payroll register.
- Audits, approves, and confirms daily manual checks issued by Payroll Specialists and coordinates the printing process with the Treasury unit.
- Provides expertise and assistance to Accounting staff for the accurate reconciliation of the monthly payroll account in the General Ledger.
- Analyzes and balances annual gross earnings, taxable gross, and federal and state taxes withheld for all employees in regard to W2 reporting; and coordinates the annual printing of W2s.
- Reviews, sets up, and enters changes in the Pension payroll direct deposit, and related tax withholding.
- Performs the audit and payroll functions of subordinate Payroll Specialists, as needed.
- Performs the functions of the Payroll Administrator when s/he is sick, on vacation, or for short duration during special projects. This includes auditing, closing, and confirming bi-weekly payroll process.
- Provides information, analysis, and assistance to internal and external auditors.
- Responds to payroll inquiries from employees regarding paycheck amounts, deductions, leave accruals, direct deposit, and other concerns.
- Provides training and guidance to subordinate Payroll Specialists and Assistant Payroll Specialists, as needed.
- Maintains and updates computer based and paper files for retention of payroll.
- May participate or lead ad-hoc or ongoing payroll or accounting projects at the direction of the Payroll Manager, Controller, CFO, or designee.
- Processes changes Time Reporting Codes (TRC).
- Processes Pension and Board payroll.
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

**Knowledge of:** One or more payroll, spreadsheet, and word processing software programs at the intermediate level of proficiency; basic principles and practices of payroll processing and accounting; and modern office practices and procedures; principles of providing functional direction and training; basic supervisory principles and practices; training techniques and presentation principles; principles and techniques for working with groups and fostering effective team interaction; techniques for providing a high level of customer service by effectively working with the



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public, vendors, contractors, and District staff; the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar; modern equipment and communication tools used for business functions and program, project, and task coordination; computers and software programs to conduct, compile, and/or generate documentation relevant to the work performed.

**Ability to:** Quickly learn and proficiently use newly implemented software programs as adopted by the District; read, understand, interpret, and apply provisions from multiple Collective Bargaining Agreements, and pertinent government accounting and payroll regulations; analyze data from multiple sources, check for accuracy, and resolve errors and discrepancies; perform mathematical computations rapidly and accurately; interpret data from various accounting systems; plan, organize, and coordinate the work of lower level staff; understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed; prepare clear and concise business correspondence and reports; effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations and in meetings with individuals; independently organize work, set priorities, meet critical deadlines, and follow-up on assignments; effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks; communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education:** Equivalent to an Associate's degree from an accredited college with major coursework in accounting, business administration, or a related field. **Experience:** Three (3) years of recent and verifiable experience equivalent to the District's classification of Payroll Specialist.

**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.

Established Date: 10/27/2010 (Res. No. 10-046)

Revision Date: (Res. No. 20-013 )