

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SUPERVISOR, PAYROLL

U156.300

BASIC FUNCTION: Under the direction of the Director of Business Services, supervises payroll department within Business Services and ensures work quality and adherence to established policies and procedures for department. Supervises, trains, assigns, reviews, coordinates workflow, and participates in the work of payroll staff responsible for the daily operations and processes to ensure the accurate and timely processing of District payroll transactions and services. Trains, evaluates, and provides back-up and technical work direction to assigned staff. Responds to inquiries and provides information and assistance to District personnel and outside agencies regarding payroll issues and questions. Prepares financial and statistical reports and performs related work as required.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *)*

- *1. Plans, directs, coordinates, and manages all of the payroll department activities and operations.
- *2. Trains, assigns, instructs, supervises, and evaluates payroll staff, including auditing and correcting of work.
- *3. Works closely with Human Resources to complete system setup on new employees to include, but not limited to, taxes, benefits/deductions, retirement plans and direct deposit information; processes and maintains employee tax and benefit/deduction changes as applicable.
- *4. Reviews data and verifies accuracy of pay rates, hours, salary calculations, taxes, benefits/deductions, processing codes, general ledger accounts and employee eligibility; works with supervisors and/or budget managers and Human Resources to detect and correct discrepancies.
- *5. Prepares or supervises the preparation of remittance lists and vendor payments for benefit/deductions, including but not limited to, wage garnishments, dues, benefit programs, and voluntary contributions; generates retirement reports, enters adjustments and corrections, balances and submits along with vendor payments as requested.
- *6. Supervises the accurate generation and distribution of checks and prepares electronic deposits as appropriate.
- *7. Prepares and processes paycheck cancellations, reversals, reissues, advances, and stop payments as necessary.
- *8. Properly maintains employee payroll records and related files in accordance with the record retention and disposal requirements for the Federal Government, the State of California, and District policies and procedures.
- *9. Responds to inquiries from faculty, subordinate and other staff, students, and the general public regarding payroll information and policies and procedures; researches payroll records as requested in order to confirm or correct earnings, taxes, and deductions such as retirement contributions reported to outside agencies.
- *10. Audits, corrects, and maintains accurate payroll data in order to prepare payments and reports for payroll taxes, leave plans, year-end W-2 forms and District programs, including but not limited to, benefits, retirement, and work-study.
- *11. Compute and post leave usage and accrual from various sources for permanent records.
- *12. Process and submit monthly billings for medical, dental, vision, life, and income protection insurance benefits.
- *13. Under the direction of the Director of Business Services, researches, analyzes, and implements all new or revised laws and regulations within the scope of payroll. This would include, but is not limited to, the Education and Government codes, STRS, PERS, Pension Reform Act, IRS, Franchise Tax Board, Social Security and Medicare.
14. Supervises and runs automated processes and calculations and performs data entry to receive, review, adjust, and record data from various sources related to processing District payrolls for various employee categories, depending upon assignment.
15. Serves as principal contact for payroll information provided to federal, state, and private auditors.
16. Operates a variety of office equipment, to include computers, calculators, copiers, and multi-line telephones; performs various clerical functions, including but not limited to, typing correspondence, researching and compiling data for reports and forms, copying and filing documents, faxing information, developing and maintaining files and electronic spreadsheets, performing data entry and using a variety of computer applications.
17. Prepares journal entries as needed to record or correct budget figures for payroll related transactions.
18. Develop, maintain, and adhere to schedules and deadlines for processing payrolls, direct deposits, paycheck disbursements, and various reports.

19. Attend and participate on a variety of assigned meetings, conferences, workshops, trainings, and District committees.
20. Performs other related work as required.

MINIMUM QUALIFICATIONS:**● EDUCATION AND EXPERIENCE:**

- Associate's Degree or the equivalent*; **AND**
- Two years of increasingly responsible experience directly related to the duties and responsibilities of this position; **AND**
- Graduation from high school or G.E.D. or the equivalent**.

* Associate's degree education equivalency equals two (2) years of increasingly responsible related work experience for each full year (24-30 units) of college.

** High School education equivalency equals four (4) years of full-time paid work experience.

● CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- N/A

DESIRED QUALIFICATIONS:

- Experience with the use of an enterprise resource planning (ERP) system or an automated payroll system.
- Experience with a public or government retirement system.
- Payroll or accounting experience in an educational environment including processing large and complex payrolls.
- Experience in a supervisory level position directly related to the responsibilities of the class.

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of: District policies and procedures; laws, codes, regulations, and ordinances pertaining to the specific responsibilities of the position; modern office practices and equipment; payroll practices and procedures; supervisory and managerial concepts and principles; administrative services that support the delivery of higher education; analysis practices and evaluation skills of programs, projects, and day to day operational needs.

Ability to: ensure compliance with all laws, regulations, and policies through effective supervision; motivate and provide effective leadership to employees; plan and coordinate the most effective use of staff and resources to achieve department goals; communicate professionally in confrontational situations; compose complex reports and correspondence; analyze problems and apply appropriate problem-solving and decision-making skills; gather information, interpret problems, analyze data, and recommend corrective action related to a variety of software use; use computers for data and word processing; research and compile data and information with completeness and accuracy; prepare comprehensive, clear, and concise reports and recommendations; make sound, educated decisions; work independently with limited supervision; establish and maintain cooperative working relationships with those contacted in the course of work; control and monitor budgetary expenditures and resource development; work with diverse populations; use discretion and handle students, staff, and faculty in a diplomatic manner; handle multiple tasks and priorities; make required mathematical calculations accurately; establish effective record-keeping systems and maintain records accurately and with confidentiality.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to classified and student employees.

PHYSICAL EFFORT:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Incumbent(s) must be able to reach, use hands, sit for periods of time, maintain visual focus on a computer monitor, hear and speak both in-person and over the phone, repetitively use business tools, and lift up to 35 pounds. Some travel may be required.

CONTACTS:

All classifications of faculty, staff, and administration at Butte College; other institutions; vendors; state/local agencies; students; general public.

WORKING CONDITIONS:

Normal office environment.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.