

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Payroll Lead	Range:	45
Date Revised:		Date Approved:	April 14, 2015

PRIMARY PURPOSE

Under the direction of the Payroll Manager, independently performs a wide variety of complex technical duties in the preparation and maintenance of personnel and payroll functions, prepares reports and materials as assigned, and provides training and work direction to staff to ensure the accurate and timely payment of wages for District employees. Ensures the District is in compliance with District policies and procedures and legal requirements.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Trains and provides work direction to other support staff and student workers in the department; responsible for the daily planning and workflow of the department; leads or coordinates a team of staff in the analysis, completion, and validation of complex and technical projects.
2.	Assists the payroll manager in preparation of various payroll tax reports, and in the development, design, and implementation of payroll policies, procedures, and systems to improve the effectiveness of payroll operations; interprets and researches proposed legislation, laws, regulations, contract provisions, and legal opinions and decisions that affect the payroll process.
3.	Provides technical recommendations and information to management and staff regarding employee payroll; resolves and troubleshoots district-wide related payroll problems; coordinates payroll functions and operations with District departments, personnel, governmental and private agencies.
4.	Updates and maintains accurate information in the county computer database for personnel/payroll-related data; liaisons with Information Services in maintaining and updating the in-house payroll/human resources system.
5.	Verifies and audits rate change and pay adjustment documents received from human resources; performs specialized, technical payroll accounting calculations related to the complex elements of the District's payroll activities.
6.	Performs specialized complex technical payroll accounting calculations involving gross pay, retirement, taxes, contract calculation, retroactive pay, fringe benefits and leave records; interprets the laws and regulations regarding employees' eligibility/enrollment in PERS, STRS, Social Security, Medicare or any other retirement system and processes and monitors the proper enrollment, membership reporting and payment to various retirement systems.
7.	Liaisons with the risk management office and payroll manager in monitoring workers' compensation absences, approval and payments; responsible for processing and maintaining records of employee voluntary deductions.
8.	Coordinates the accumulation of data for outside audits.
9.	Designs, creates, and updates forms, spreadsheets, reports and databases; monitors and maintains payroll schedules, calendars and personnel records and files.

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10.	Attends payroll and benefit related meetings, workshops and conferences.
11.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
13.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Payroll Lead maintains frequent contact with various District administrators, faculty, staff, students, public agencies, external auditors and state agencies.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited institution with a major in business, accounting, information systems or a related field.

Minimum of four years of experience in specialized, technical payroll preparation and practices, preferably in a college or school district environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of pertinent federal and state laws, codes, regulations, policies and procedures affecting payroll records and programs.

Knowledge of applicable sections of State Education Code, Tax Codes and State mandated reports and processes.

Knowledge principles and techniques involved in payroll preparation, monitoring and control.

Knowledge of verification and processing of payroll records.

Knowledge of auditing of financial statistical records keeping, including general and basic time keeping and records keeping.

Knowledge of District collective bargaining agreements' specifics related to payroll and benefits issues.

Knowledge of policies, rules, and regulations related to the State Teachers' Retirement System, Public Employee Retirement System, and Public Agency Retirement System.

Knowledge of District organization, operations, policies and objectives.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of bookkeeping and record keeping procedures.

Knowledge of budget preparation and maintenance.

Knowledge of appropriate software and databases.

Ability to perform specialized, complex and technical accounting work requiring independent judgment and initiative related to the preparation of the District payroll.

Ability to train, coordinate, plan, prioritize and organize a large volume of work of other payroll staff to successfully meet constant payroll deadlines.

Ability to read, interpret, explain and apply various federal, state and local guidelines or other information pertaining to District payroll.

Ability to compile, analyze and verify numbers, data and financial and statistical information.

Ability to interpret, apply and explain laws, regulations, policies and procedures.

Ability to research records, identify and correct difficult and complex payroll transactions and problems.

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Ability to analyze situations accurately and adopt an effective course of action.
Ability to plan, organize and prioritize work.
Ability to meet schedules and time lines.
Ability to work independently with little direction.
Ability to understand and follow oral and written directions.
Ability to communicate efficiently both orally and in writing.
Ability to train and provide work direction to others.
Ability to establish and maintain effective working relationships with others.

SPECIAL REQUIREMENTS

May require a Valid California Driver's License

WORKING CONDITIONS

Indoor office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods of time (up to 2-3 hours); occasional travel to other locations to attend meetings or conduct work; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; seeing to read a variety of printed materials and information on a computer screen for extended periods of time.
