

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Manager, Payroll	Management Team Supervisory	Range: 12.0 Days: 226

JOB DESCRIPTION:

Under general direction, is responsible for supervision of the work of the payroll staff and the generation of all payrolls. Performs difficult, complex work; maintains payroll records; solves technical payroll problems; makes payroll computations; prepares payroll reports; assists with budget projections and special projects.

SCOPE:

The Manager, Payroll is responsible to organize, direct, coordinate, and supervise all payroll functions and related financial activities; to provide technical accounting and payroll support to the payroll staff utilizing a computerized financial accounting system. Responsible for generating 25 payrolls annually, expending over 68 million dollars to 4,000 employees.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Organizes, directs, coordinates and supervises the activities and operations for the processing of payroll for all employees.
2. Trains, assigns, schedules, supervises and formally evaluates the work assigned payroll staff.
3. Directs audits of all payroll records and transactions (including but not limited to verification of salary calculation, retirement coding, payroll adjustments, step increases, cost of living adjustments and longevity, for all District payrolls).
4. Responsible for the administration of payroll software system, interfacing with vendor, Sonoma County Office of Education and payroll staff. Also responsible for software conversions.
5. Responsible for interpretation and implementation of all District labor contract agreements relating to employee compensation and fringe benefits, in coordination with Human Resources and Business Services.
6. Establishes and implements internal procedures for the processing of payroll; recommends changes in existing procedures to increase efficiency.
7. Maintains and/or directs the maintenance of payroll records and files for accountability.
8. Reviews all payroll reports for accuracy, makes corrections as needed, verifies and oversees the distribution of the Annual Form W-2. Supervises the adjustments for IRS 125 Cafeteria Plans, domestic partner insurance, third party sick pay, and excess life insurance as necessary.

MANAGER, PAYROLL

9. Provides data, analysis and information to administrators, managers, faculty, staff and bargaining units regarding payroll policy and related procedures, activities, operations, standards and applicable codes and laws.
10. Receives, investigates, and resolves individual staff payroll related problems.
11. Responsible for liaison for the payroll portion of the District's audit and other outside auditors.
12. Coordinates fiscal and calendar year-end payroll procedures with Computing Services and Sonoma County Office of Education.
13. Ensures that the required payroll documents, magnetic tapes, payroll extracts, and system reports are prepared to interface with computerized financial accounting systems for both District and interfacing with Sonoma County Office of Education.
14. Conducts research, completing federal and state reports and assuring compliance with all relevant rules and regulations.
15. Serves as a liaison between the campus community, Sonoma County Office of Education, State Teachers' Retirement and Public Employees' Retirement Systems relating to payroll.
16. Manages the budget for the Payroll Office.

KNOWLEDGE OF:

1. Large, complex payroll systems, including software, retirement systems, tax codes, and fringe benefit plans.
2. Payroll software systems and electronic spreadsheet software.
3. Principles of management and supervision.

ABILITY TO:

1. Interpret and apply IRS tax code regulations, oversee internal control procedures, and California Education Code references to Payroll.
2. Perform consistently and accurately under the pressure of deadlines.
3. Relate effectively with a wide diversity of students, faculty, staff and community members.
4. Supervise classified staff, STNC's, and student employees.
5. Demonstrate sensitivity to, and respect for, a diverse population.

MANAGER, PAYROLL

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Two years of college or the equivalent. (An Associate's Degree or Bachelor's Degree is preferred).

Experience:

Experience with increasing responsibility in payroll, preferably in an educational or a large governmental setting.

SUPERVISION RECEIVED:

The Manager, Payroll works under the general direction of the Controller/Director, Auxiliary Services.

SUPERVISION EXERCISED:

The Manager, Payroll provides direct supervision of the classified payroll staff, short-term, non-continuing and student employees.

Board Approved: July 16, 2008