VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the general supervision of the Payroll Supervisor, provide technical direction to Payroll Technicians and serve as a lead to staff responsible for the performance of payroll-related duties, and perform the most complex payroll functions.

DISTINGUISHING CHARACTERISTICS:

The Senior Payroll Technician provides direction to other Payroll Technicians relative to payroll functions, and, under minimal supervision, performs the most complex payroll work of the payroll unit requiring independence of judgment relative to interpreting and applying provisions of collective bargaining agreements, state and federal law, and District policy. In comparison, a Payroll Technician is assigned payroll duties of a less complex and more routine nature.

REPRESENTATIVE DUTIES:

Prepare, monitor, and generate payroll for assigned employee groups including faculty, classified, temporary, and student employees. E

Ensure proper financial controls and practices are consistent with accepted collective bargaining agreements, California Education Code, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Board policies and Personnel Commission rules. E

Interpret and apply collective bargaining agreements, California Education Code, labor law, retirement system policies and procedures, District policies, and pertinent laws governing payroll actions to District administrators, employees, the County Office of Education, representatives of the State Teachers’ Retirement System and the Public Employees’ Retirement System, and the public. E

Research and resolve payment discrepancies; prepare, balance, and maintain various payroll reports, records, and spreadsheets. E

Assign and monitor production to ensure timely and accurate posting of payroll to the automated accounting systems. E

Audit electronic files generated from Offers of Temporary Non-Contract Academic Employment; review exception reports to determine the validity of data in the offer; analyze and determine appropriate actions to correct anomalies in data; coordinate actions with other departments to resolve incidents and ensure accurate payroll production; create job records for part-time/overload faculty assignments and professional experts; monitor processes for accuracy. E

Monitor class cancellations, track overpayments, establish repayment agreements, and monitor repayments. E

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SENIOR PAYROLL TECHNICIAN (continued)

Process, verify, and correct time reports; identify sources of error and take corrective action; calculate deductions and benefits for provisional employees; adjust employee salary upon change of status, step increases, and other salary changes according to established contracts, policies, and procedures. E

Maintain faculty loadbanking information each semester, documenting usage and banked-time; determine taxable income based on current and prior collective bargaining agreements; calculate taxes; resolve loadbanking issues with campus staff; maintain documentation protocols. E

Determine eligibility for State Teachers’ Retirement System or the Public Employees’ Retirement System retirement benefits; complete required retirement documentation for current and terminated employees; research and resolve retirement issues. E

Process employee tax sheltered contributions and reconcile with monthly billings from annuity companies; calculate federal and state payroll taxes for academic, classified, and student payroll; initiate wire transfers as needed; reconcile and process reports required by collective bargaining units; review State Teachers’ Retirement System monthly reporting data for accuracy; submit reports to appropriate agencies and departments. E

Calculate and process levies, advances, garnishments and other adjustments as needed; maintain and audit leave accounting for academic employees. E

Maintain a system to track status of workers’ compensation claims; audit compensated hours and non-compensated hours; calculate litigated and non-litigated reimbursement from insurance companies; project benefits. E

Conduct benefit audits. E

Recommend and assist with workload distribution; act in the absence of the Payroll Supervisor. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology, and procedures utilized in accounting and payroll administration, including advanced accounting methods and procedures
Principles of delegation, organization, and prioritization
Modern office practices, procedures, and equipment
District organization, operations, policies, and objectives
Microsoft Windows, Microsoft Office, and Banner software
Standard bookkeeping principles and practices
Applicable federal and state laws, rules, codes, and regulations related to assigned activities
Policies, rules, and regulations related to the State Teachers’ Retirement System and the Public Employees’ Retirement System
ABILITY TO:

Prepare and maintain complex financial records, reports, files, and spreadsheets
Read, interpret, and explain laws and regulations
Type at an acceptable rate of speed
Establish and maintain cooperative and effective working relationships with others
Plan and organize the work of the unit
Work independently with little direction
Communicate effectively, both orally and in writing
Explain complex information to those unfamiliar with terms, processes, or outcomes
Analyze situations accurately and adopt effective courses of action
Operate standard office machines including calculator, typewriter, and computer
Utilize an integrated, computerized payroll system
Apply information systems coding procedures related to payroll operations
Perform arithmetical computations rapidly and accurately
Review, record, and verify payroll information with speed and accuracy
Work under pressure of recurrent deadlines with frequent interruptions

EDUCATION AND EXPERIENCE:

Graduation from high school or evidence of equivalent educational proficiency AND two years of experience processing payroll using an integrated automated payroll system including or supplemented by two years of experience interpreting and applying language within a collective bargaining agreement or similarly complex organizational policies pertaining to payroll.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Sitting and operating a keyboard for extended periods of time to enter data into a computer
Dexterity of hands and fingers to operate a computer, typewriter, and standard office equipment
Reaching overhead, above the shoulders, and horizontally, and bending at the waist to maintain files
Hearing and speaking to exchange information on the telephone or in person
Seeing to ensure entries are recorded accurately

HAZARDS:

Extended viewing of computer monitor
Dissatisfied or abusive customers