VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PAYROLL SUPERVISOR

BASIC FUNCTION:

Under the direction of the Vice Chancellor Business Services, supervise the daily operations of the payroll process for all District employees (approximately 3500); ensure the quality and consistency of all payroll activities; ensure payroll activities comply with district rules and regulations, various unit contracts, State Education Code, State Accounting Manual, Fair Labor Standards Act, and other relevant codes and laws; ensure accurate accounting of all payroll transactions; perform a variety of technical duties; maintain integrated payroll system, including testing and documentation; train, supervise and evaluate the performance of assigned personnel; provide technical advice to district management and employees.

REPRESENTATIVE DUTIES:

Plan, prioritize, and direct the work of the payroll staff for the preparation of classified, academic, and student payrolls (approximately 2500 full-time and part-time employees and 500 student employees), assuring accuracy and that strict payroll deadlines are met.  

Develop, recommend, and implement policies and procedures for payroll processing, timekeeping, leave accounting and other related processes.

Interpret federal and state laws, unit contracts, retirement system regulations, district procedures and policies related to payroll operations and assure district compliance; monitor compliance to legislative changes and district contract revisions.

Ensure the accurate accounting of all payroll transactions, including the balancing of all payroll liability and expenditure accounts; reconcile and prepare timely tax and retirement system deposits.

Maintain the integrated personnel/payroll/position control system, including testing, documentation, and training; establish and maintain controls appropriate to system rules and tables; test, document and train on all future upgrades.

Coordinate paycheck distribution and electronic funds transfer; process manual checks; deposit federal and state withholding taxes; initiate collection procedures for overpayments, including those for small claims court appearances.

Prepare and reconcile comprehensive federal and state quarterly and annual reports of earnings, tax withholding, unemployment insurance, social security, retirement, individual earnings for W-2 reporting, and various other accounts for state and federal agencies.
PAYROLL SUPERVISOR (continued)

Develop, modify, and document procedures; provide technical expertise to district administrators regarding payroll operations; train and counsel college staff in various payroll-related areas such as employee contracts, use of leave, workers’ compensation, and state and federal labor related laws; analyze and redistribute workload as appropriate.  

Research and respond to questions regarding district payroll policies and procedures or payroll data; prepare correspondence.  

Provide data and/or spreadsheet reports to district administration for budget development and contract negotiations.  

Communicate with various departments within the district, representatives of the Ventura County Superintendent of Schools office; government agencies, financial institutions and retirement systems; make decisions, resolve issues and coordinate necessary activities.  

Oversee and direct the processing of employment voluntary deductions, vendor check distribution, tax status changes, wage garnishments and subpoenas of employment records; 

Oversee and direct the automated leave accounting system for accuracy; prepare annual leave and faculty load-banking status reports.  

Maintain sick leave pool and faculty load-banking records, maintain records of utilization and cash-out; assure proper documentation and taxation.  

Coordinate with college management and staff to assess needed improvements and efficiencies in payroll processing; conduct district-wide training/workshops in appropriate payroll procedures.  

Direct, manage, train and evaluate the work of assigned staff.  

Serve on various district committees.  

Perform related duties as assigned.  

KNOWLEDGE AND ABILITIES:  

KNOWLEDGE OF:

Policies and procedures involved in preparation, verification, maintenance and processing of complex district payroll and records  
Computerized accounting and payroll systems  
Accounting, auditing and financial principles and procedures  
Budget procedures and techniques  
Financial record-keeping and reporting  
District organization, operations, policies and objectives  
Applicable federal, state and local laws, codes and regulations  
Title 5 and FLSA laws  
IRS and state tax reporting  
Workers’ compensation laws related to employee payroll
PAYROLL SUPERVISOR (continued)

Modern office practices, procedures and equipment
Technical aspects of field of specialty
Principles and practices of administration, supervision and training
Oral and written communications skills
Interpersonal skills using tact, patience and courtesy
Computer applications for email, word processing, and spreadsheet analysis

ABILITY TO:

Learn district organization, operations, polices and procedures
Interpret, apply, and explain laws, procedures and regulations pertaining to payroll and employee
benefits procedures and programs and bargaining unit contracts
Maintain accurate and interrelated financial, payroll, and related personnel records
Prepare complex statistical information
Make mathematical calculations quickly and accurately
Work independently with little direction
Establish and maintain effective working relationships with others
Analyze situations accurately and adopt an effective course of action
Meet schedules and time lines
Plan and organize work
Train and supervise personnel
Work confidentially with discretion
Communicate effectively both orally and in writing
Participate and assist in audits
Assist with budget input

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in business administration, with a concentration
in accounting or finance; four years of increasingly responsible payroll experience, including one
year of lead payroll administration experience in a fully automated system, preferably in a
community college or district-level school setting.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment

PHYSICAL ABILITIES:

Sitting for extended periods of time
Reaching to file and retrieve records
Dexterity of hands and fingers to operate a computer terminal keyboard
Hearing and speaking to exchange information
Seeing to read and audit data and figures
Bending
Light lifting of documents and boxes
PAYROLL SUPERVISOR (continued)

HAZARDS:

Contact with dissatisfied and/or hostile individuals