

DESERT COMMUNITY COLLEGE DISTRICT

PAYROLL SPECIALIST

BASIC FUNCTION

Under the direction of the payroll supervisor, perform specialized technical duties in the preparation and processing of payroll; prepare and maintain a variety of financial and statistical records, reports and other documents as required.

REPRESENTATIVE DUTIES

1. Organize, prepare, monitor and generate payroll for all employees including, but not limited to faculty, classified, temporary and student employees; review payroll employment forms and employment agreements for completeness, accuracy and compliance with Federal regulations. ***E***
2. Prepare payroll input data for County data processing and receive County print-outs and advise County of amendments, changes or corrections; process forms; audit and balance computer print-outs on Federal and State tax reports. ***E***
3. Review and process time reports submitted for accuracy; verify and enter necessary corrections, adjustments or revisions to payroll as needed; review and audit colleagues work for accuracy; monitor and interpret timesheets to determine eligibility for benefits in accordance with collective bargaining agreements. ***E***
4. Read, interpret and apply laws, codes, regulations and policies pertaining to payroll aspects of retirement systems (PERS and STRS), tax sheltered annuities (TSA), tax withholding, benefit deductions, wage attachments, overtime and compensatory time, and contract payment computation. ***E***
5. Update District-wide employee records for taxes, benefits, union dues, TSA, 403(b) plans, and other miscellaneous deductions. ***E***
6. Monitor, interpret and determine eligibility for retirement systems; assign appropriate retirement codes. ***E***
7. Prepare payroll simulations as requested by employees.
8. Calculate and process levies, advances, Workers' Compensation, garnishments and other adjustments as needed; calculate, monitor, maintain and input vacation, sick, differential pay, and personal necessity leave. ***E***
9. Prepare, balance and maintain various reports and records; prepare the balanced payroll report and submit to appropriate supervisor for review and approval; process W-2, W-4, DE-4 and other forms. ***E***
10. Coordinate and maintain personnel/payroll system position control with county office. ***E***
11. Respond to inquiries regarding payroll; interpret and explain laws, ordinances, regulations, policies and procedures; maintain current knowledge of federal and State laws and District policies and procedures related to payroll functions. ***E***
12. Communicate with District personnel to coordinate activities, resolve issues and conflicts and exchange information; communicate with outside organizations as needed; respond to earning verification requests; assist with audits as needed. ***E***
13. Process direct deposit requests as assigned; analyze and maintain records and files for direct deposit authorization forms and registers. ***E***

14. Assist participants with enrollment, monitor and oversee tax-sheltered annuities (TSA's) and District 403(b) agreements for eligibility and compliance with IRS limitations; verify and maintain exclusion allowance forms. **E**
15. Prepare management tools for managers and supervisors relative to sick leave, vacation and other leaves of absence.
16. Audit overtime and compensatory time records as requested
17. Analyze, prepare, and present data for reporting and compliance, including but not limited to Federal, State, County reports, and reports as requested by management
18. Operate a computer, calculator and related office equipment. **E**
19. Attend meetings and trainings workshops as needed; assist in special payroll related projects and inquiries.
20. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Preparation, maintenance, verification and processing of payroll records; principles in payroll and records administration; payroll policies and procedures; applicable laws, rules and regulations related to assigned activities; financial record-keeping techniques; automated payroll systems; collective bargaining agreements and processes; operation of a computer and assigned software; modern office practices, procedures and equipment; correct English usage, grammar, spelling, punctuation and vocabulary; technical aspects of field of specialty; interpersonal skills using tact, patience and courtesy.

Ability to: Perform technical duties in the preparation and processing of payroll for various employee groups; maintain records and prepare reports utilizing Microsoft Excel, Word, and District Financial Software; maintain current knowledge of payroll rules, regulations, requirements and restrictions; work confidentially with discretion; understand and work within scope of authority; work independently with little direction; add, subtract, multiply and divide quickly and accurately; operate a computer and related office equipment; communicate effectively both orally and in writing to exchange information; analyze situations accurately and adopt an effective course of action; meet schedules and time lines; plan and organize work; establish and maintain cooperative and effective working relationships with others; sit for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: an Associate's degree in accounting, finance or related field and four years of increasingly responsible financial record-keeping experience including at least one year in a payroll function.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions.

EMPLOYMENT STATUS

Classified Bargaining Unit

E: Essential Functions