



HARTNELL COLLEGE

<b>Position:</b> Payroll Supervisor	<b>Position Number:</b>
<b>Department/Site:</b> Administrative Services	<b>FLSA:</b> Non-Exempt
<b>Reports to:</b> Controller or assigned administrator	<b>Salary Range:</b> 32

## **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex technical and administrative support related to the processing of the District's payroll and other Business Office functions; ensures all employees are paid in an accurate and timely manner; performs technical accounting work to ensure regulatory compliance with applicable laws, rules, regulations, and standards; provides complex technical support to the Controller in areas of expertise; and performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Controller. Exercises direct and general supervision over technical and administrative support staff.

## **CLASS CHARACTERISTICS**

This is a supervisory-level classification that oversees District payroll and benefits activities. The incumbent organizes, oversees, and participates in day-to-day payroll processing, reporting, and record-keeping activities and required reporting in accordance with federal, state, and local laws, rules, and regulations. Successful performance of the work requires the use of independent judgment, initiative, and discretion within established guidelines. This class is distinguished from the Controller in that the latter is a management classification with responsibility for directing and overseeing all programs, projects, and functions related to accounting, budgeting, payroll, cash management, and risk management operations.

## **EXAMPLES OF TYPICAL FUNCTIONS** (Illustrative Only)

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.*

- Plans, organizes, and oversees the daily functions, operations, and activities of payroll, including preparing, monitoring, and auditing payroll, benefits, and tax information, processing, reporting, and record-keeping; coordinates communication to ensure smooth and efficient payroll activities, streamlines payroll processes, and prevents duplication of efforts.
- Assists in the development and implementation of goals, objectives, policies, and priorities for operational unit; recommends within District and unit policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Interprets federal and state laws and regulations related to payroll operations and assures District compliance; researches and reviews bargaining unit agreements, procedure manuals, governmental documents, and others, to ensure accurate time reporting, leaves reporting, benefits and retirement reporting, and payroll reporting.
- Ensures all payroll transactions are handled according to state and federal laws and regulations, District policies, collective bargaining agreements and working conditions, and fiscal independence standards.
- Conducts complex payroll calculations and performs various audit and verification procedures related to processing the District's payroll.
- Oversees and participates in the reconciliation of individual earnings for W-2 reporting, voluntary and involuntary benefit programs, retirement contributions, Flexible Spending and Tax Sheltered Annuity programs.
- Coordinates and participates in all activities related to the District's in-house payroll function, including the pre- and post-payroll audits, preparation and review of quarterly and annual tax reports and returns, implementation of periodic District salary and benefit changes, preparation of a variety of reports, schedules,

and reconciliations and providing them to the auditors, reconciliations of health and welfare benefits to general ledger, and ensuring compliance with applicable federal, state, and local laws, rules, and regulations.

- Participates in the selection of, trains, motivates and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Controller.
- Coordinates and participates in the processing of payroll cycles ensuring timely and accurate payments to employees.
- Coordinates communication between payroll, accounting, and human resources to ensure employees' job records are entered into the payroll system in an accurate and timely manner.
- Directs the processing and reviews and/or approves payroll batching reports, error reports, payroll registers, payroll warrants and wire requests, tax deposits, tax tables, periodic tax returns and reports, personnel action forms, employee timecards, annual paid-time-off accruals and payoffs, annual W-2's, rate schedules, and pay period tables.
- Creates, edits, and reconciles employee retirement reports; uploads retirement data for processing and reporting by an outside agency.
- Processes student collections as required through the Chancellor's Office Tax Offset Program; tracks and reports collections information accordingly.
- Monitors changes in regulations and technology that may affect assigned functions and operations; tests and implements upgrades of automated enterprise application systems; implements emerging technologies related to the payroll function; implements policy and procedural changes after approval.
- Coordinates services with other District divisions and with outside agencies; coordinates cooperative payroll functions and programs; interprets and ensures compliance with federal and state codes and regulations and District Board policies and procedures related to payroll.
- Plans, organizes, and oversees the daily functions, operations, and activities of assigned areas, which may include the mailroom, the cashiers' office, and other Business Office functions.
- Stays abreast of new trends and innovations in the field of payroll; researches emerging products and enhancements and their applicability to District needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- The implementation and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Principles and practices of the District finance, including payroll, basic accounting, auditing, and reporting functions.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Payroll processes and techniques, employee benefits processes as they relate to payroll, and laws, rules, regulations, procedures, and office practices related to the processing and recording of payroll and financial transactions related to employee benefits.
- Automated accounting application and finance systems and computer software and systems related to payroll processes; other computer applications related to the work, including word processing, database, and spreadsheet software.
- Record keeping, information processing requirements, and rules and policies related to the production of an employee payroll.

- Principles and practices of auditing payroll documents.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

**Ability to:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Assist in recommending, developing, implementing, and evaluating programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in assigned operational unit.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, collective bargaining agreements, and procedures of accounting, payroll processing, employee record-keeping functions, and basic employee benefits processes.
- Perform the most complex payroll duties.
- Review payroll and other financial documents for completeness and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make accurate arithmetic, financial, and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

- An associate's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Two (2) years of payroll leadership experience.
- Experience in a payroll office in an institution of higher education and experience with complex integrated payroll enterprise application systems are highly desirable.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.