

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Payroll Coordinator, Lead

**Department:** Fiscal Services

**Location:** District Office

**Date:** May 10, 2023

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**POSITION PURPOSE**

Under the direction of assigned administrator, the Payroll Coordinator, Lead ensures the timely preparation and maintenance of payrolls for administration, faculty, and support staff. The position maintains records and prepares reports related to payroll, and performs advanced technical and clerical accounting and financial record keeping activities involving the preparation, processing and maintenance of the payroll. The position prepares and maintains appropriate accounts involving posting and balancing, and serves as a resource to management and staff on Payroll related policies and procedures.

**DISTINGUISHING CHARACTERISTICS**

The emphasis on this position goes beyond payroll processing to include audit of records, computation of special arrangements, and testing of accounting controls. Advancement to this level requires a complete understanding of academic and classified payroll systems and the laws, regulations, and reporting requirements. Incumbents at this level must demonstrate competency in audit of payroll transactions and systems. In addition, this position assists in the implementation of the collective bargaining agreements as they relate to payroll matters; provides training and consultation to staff in areas related to payroll; and performs a variety of complex tasks relative to assigned area of responsibility.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Coordinate and participate in the processing of all College payrolls including computation and posting of employee time, subtraction of appropriate deductions and preparation of required reports.
2. Assure payroll timelines are met; maintain payroll controls; assure proper procedures, policies, rules and regulations are applied to payroll activities including collective bargaining assignments. Check payrolls for compliance with rules, regulations and policies.
3. Coordinate and prepare regular and variable payrolls for administrative, academic, classified and student personnel; prepares quarterly tax return and retirement reports. Compute payroll deductions including those for retirement, union dues, tax sheltered annuities, credit union, withholding taxes, garnishments and insurance; issue warrants to related entities and companies for each payroll period.
4. Prepare payroll information for conversion to checks, deposits, transfers and coordinates with merchants. Reconcile campus payroll data and district master payroll for conversion of payroll fields to checks. Confer with information technology, staff accountants, and college personnel on complex issues concerning file conversion and processing.
5. Interpret and explain complex payroll policies, procedures, and technical issues to employees, referring the most difficult and sensitive matters to higher authority.
6. Train and critique the work progress and results of other payroll staff. Review work, answer questions, and assist with the more complex computations.
7. Organize, audit, coordinate and generate regular and supplemental payrolls for all employees; and calculate proper deductions and retroactive pay on an 'as-needed' basis.
8. Review bank statements and complete reconciliation of cash and accounts payable to the payroll system, including reissuing stale checks. Prepare document trails to support audit requirements;

create journal entries to support the county cash reconciliation and documentation.

9. Ensure accurate reporting of federal, state, and special payroll taxes and fund contributions. Prepare reports such as quarterly tax return report and garnishments. Prepare retirement and deduction forms and reports for both academic and classified public employee retirement systems.
10. Ensure that payroll records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions. Oversee and post changes to payroll and accounting records.
11. Facilitate the process and prepare annual total compensation statements such as W2s, for each employee showing salaries, benefits, and deductions. Maintain accurate balance of payroll expenditures for reconciliation with District budget and maintain a detailed control sheet for each payroll period.
12. Analyze and process accounts payable and receivable documents relating to payroll, health and welfare coverage, and other benefits.
13. Verify and facilitate the process of transferring payments to insurance companies, government agencies and credit unions; prepares periodic reports of disbursements.
14. Participate in activities connected with the development and maintenance of automated payroll systems using District ERP and related systems; create proper codes for earnings and deductions for payroll processing.
15. May act on behalf of, or in absence, of the administrator as assigned.
16. Communicate with representatives of government agencies, financial institutions, and retirement systems to exchange information, resolve technical issues and coordinate activities.
17. Collaborate with Human Resources and campus Academic Services staff, research and resolve escalated/sensitive problems, issues and/or complaints from employees and other payroll office staff.
18. Perform other duties related to the job classification.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Laws, regulations, and procedures that govern payroll and payroll processing.
2. General ledger record keeping and in-depth technical knowledge of the District's automated administrative system, or of integrated/automated payroll/personnel systems in general.
3. Education accounting practices, including District policies and procedures.
4. Sufficient human relations and communication skills to convey personal and technical information to all levels of staff, to train payroll and non-payroll staff, and to facilitate problem solution.
5. Advance math skills sufficient to read codes, regulations, and tax laws.
6. Writing reports and procedures.

### **Skills and Ability to:**

1. Prepare clear, complete and concise financial records and analyze payroll and accounting data and prepare financial statements pertaining to the area of specialization.
2. Reconcile payroll to general ledger.
3. Conduct technical research, complete complex arithmetic computations and prepare reports.
4. Use a range of personal computer software such as spreadsheets, word processing, and databases.
5. Lead staff in a manner that encourages efficiency and optimizes positive customer service.
6. Analyze situations and implement effective solutions.

**Experience and Education:**

1. Bachelor's degree in business administration, accounting, economics or business related major.
2. Three years of direct payroll processing experience.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

**Desirable Qualification:**

1. Public sector payroll processing experience
2. Background in auditing or human resources functions.

**WORKING ENVIRONMENT**

**Working Conditions:**

1. Typical office environment.

**Physical Demands:**

1. Requires sufficient hand-eye coordination to use a personal computer keyboard for routine typing, 10-key, and data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to recognize alphanumeric data. Requires auditory ability to carry on conversations in person and over the phone.

Board Approved: 5/9/2023  
Salary Range: 130  
EEO Category: 2B2 – Other Professionals