

# COMPTON COMMUNITY COLLEGE DISTRICT



## **PAYROLL SUPERVISOR**

**FLSA: NON- EXEMPT**

### **DEFINITION**

Plans, supervises, assesses and evaluates activities that ensure the timely preparation and maintenance of payrolls by coordinating the work of payroll technicians and department staff. Supervises maintenance of records and prepares reports related to payroll. Oversees and performs advanced technical accounting and record keeping activities involving preparation, processing and maintenance of the payroll. The position also provides complex administrative support to the Chief Business Officer.

### **CLASS CHARACTERISTICS**

The Payroll Supervisor reports to the Chief Business Officer and is responsible for producing all payrolls and payroll accounting, training others, coordinating the tasks of payroll technicians, auditing, and making general ledger adjustments to computer-aided payroll systems.

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

*Management reserves the right 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.*

- Supervises and participates in the processing of all payrolls including computation and posting of employee time, subtraction of appropriate deductions, arranging for disbursements, and preparation of required reports.
- Assures payroll timelines are met, maintains payroll controls, and assures proper procedures, policies, rules, and regulations are applied to payroll activities. Checks payrolls for compliance with rules, regulations, and policies.
- Supervises and prepares regular and variable payrolls for eligible staff. Oversees and computes payroll deductions including those for retirement, union dues, tax-sheltered annuities, credit union, and withholding taxes.
- Provides leadership in the new and emerging technologies in support of student services.
- Leads, supervises, trains and evaluates assigned personnel. Certifies payroll for assigned personnel.
- Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.
- Responsible for insuring accuracy of print and online publications related to the area of responsibility.
- Audits and updates regular and supplemental payrolls adding new employees and calculating proper deductions; maintains current payroll records for all employees.
- Oversees and verifies balances on accounts such as tax-deferred annuities and retirement.
- Advises Administration and staff of tax law, contract, and procedural changes.
- Ensures accurate reporting of federal, state, and special payroll taxes and fund contributions.
- Prepares retirement and withdrawal forms and reports for retirement systems.
- Reviews, processes, and monitors worker compensation reimbursement claims. Forwards information and documents to outside agencies and providers.

- Ensures 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.
- Supervises, analyzes, and processes accounts payable and receivable documents relating to payroll, insurance, and other benefits. Oversees, reconciles, prepares, and disburses payments for employee benefit plan elements.
- Maintains absence and sick leave records for all employees and prepares and distributes sick leave balance forms for each classified employee. Prepares a variety of reports.
- Provides information and interpretations to employees concerning salaries, deductions, and payroll policies.
- Oversees and verifies and processes payments to tax sheltered annuity and insurance companies and credit unions, and prepares periodic reports of disbursements.
- Responds to and refers requests for payroll adjustments for garnishments and other forms of salary reduction to the County Office of Education.
- Coordinates and participates in activities connected with the conversion, development, and maintenance of automated payroll systems.
- Prepares and maintains appropriate payroll accounting adjustments involving posting journal entries and transfers, and balancing to general ledger.
- Develops and monitors budgets and maximizes financial resources.
- Participates on and chairs committees, task forces, and special assignments.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.
- Performs other related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

The position requires professional knowledge of:

- Laws, regulations, and procedures that govern automated and manual payroll accounting and payroll processing.
- Development, maintenance and administration of a budget.
- Philosophy and objectives of the community college.
- Principles of functional leadership, training and performance evaluation.
- Pertinent federal and state laws and regulations.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.
- Laws, regulations, and procedures that govern automated and manual payroll accounting and payroll processing.
- Accounting procedures used in education, special funds, and general ledger record keeping.
- Generally accepted accounting standards and controls for payroll.
- District's automated financial, payroll, and administrative systems, relational databases, and systems used by local oversight agencies.
- Converting data from multiple formats.
- Labor contract provisions affecting payroll.
- Retirement systems used in education and the public sector.

The position requires demonstrated skills in:

- Developing assessment, processes that enhance success and outcomes.
- Strategic planning in organization and management practices as applied to the analysis and evaluation of programs, policies and administrative needs.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.
- Human relations/interpersonal skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

- Math to perform complex payroll calculations and conversions

#### **ABILITY TO:**

- Learn, interpret, and ensure compliance with state and federal laws, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, and staff cohesiveness and for the core values of the institution.
- Develop controls for, and to maintain accurate payroll records and prepare accurate tax returns.
- Prepare clear, complete and concise financial records and analyze payroll and accounting data and prepare financial statements pertaining to the area of specialization.
- Learn the District's chart of accounts.
- Conduct technical research, complete complex arithmetic computations, and prepare reports.
- Use a range of personal computer software such as spreadsheets, word processing, and databases.

#### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Requires a bachelor's degree in business or accounting and three years of experience in payroll accounting, audit, and/or accounts payable processing. Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

#### **Licenses and Other Requirements:**

Valid California driver's License

#### **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. This is primarily a sedentary office classification although standing in and walking between work areas may be 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 occasionally bend, stoop, kneel, reach, 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.

#### **ENVIRONMENTAL ELEMENTS**

Work is performed indoors where minimal safety considerations exist.