North Orange County Community College District

EMPLOYMENT OPPORTUNITY

1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810  g  Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu  g  Website: www.nocccd.edu

PAYROLL SPECIALIST
JOB #DEC984
$3,286 - $3,983 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: December 14, 2007  100% Position, 12 MONTHS PER YEAR
CLOSING DATE: January 11, 2008
POSITION LOCATION: Anaheim Campus - Payroll Department
SCHEDULED SHIFT: 8:00 a.m. to 5:00 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs).
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for performing specialized, complex and technical duties related to the preparation of the District's payroll including compiling, auditing, and processing a variety of payroll documents in accordance with applicable federal, state and Orange County Department of Education (OCDE) requirements. Receive, audit, record, and calculate employee time sheets and time cards; input, update and maintain data on employee payroll records, sick leave, vacation, and workers' compensation; post, revise and audit payroll records. Prepare a variety of payroll documents such as employment verifications, time records and similar fiscal documents in accordance with District, federal, state, and OCDE requirements; receive and audit various payroll documents for completeness, accuracy and appropriate authorizations. Prepare and input, audit payroll data; distribute payroll warrants and other financial documents; research and analyze discrepancies making appropriate corrections; calculate and process retroactive and special pay adjustments; maintain established deadlines. Post, adjust, audit and balance various deductions such as taxes, benefits, insurance, voluntary deductions and other accounting clerical duties. Respond and assist staff with inquiries and provides information related to laws, rules, regulations, contracts, and other documents governing payroll; resolve payroll issues with employees. Maintain a variety of financial and statistical records and files related to payroll; obtain, verify and post information as necessary; review, check and verify a variety of payroll-related records and documents; process payroll direct-deposit requests from employees. Coordinate payroll activities and operations with other departments, staff, and governmental agencies as necessary; research and prepare data in response to inquiries from staff and governmental agencies. Train and provide work direction to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, timely manner and perform related duties as assigned.

QUALIFICATIONS

Education and Experience: High school diploma or equivalent, supplemented by college courses in accounting and/or financial record keeping. Minimum three (3) years administrative experience, including payroll and/or accounting experience.

Knowledge of: Online computerized payroll systems, various software applications; principles and techniques involved in payroll preparation, monitoring and control; labor and bargaining unit contracts; applicable sections of State Education Code and other applicable laws; bookkeeping principles and record-keeping techniques; modern office practices, procedures and equipment; correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to: Perform mathematical calculations quickly and accurately; compile, analyze and verify numbers, data and financial and statistical information; read, interpret, explain and apply various federal, state and local guidelines or other information pertaining to District payroll; analyze situations accurately and adopt an effective course of action; plan,

Qualified District employees are encouraged to apply
organize and prioritize work; work independently with little direction; meet schedules and time lines; work confidentially with discretion; understand and follow oral and written directions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others; operate a variety of office equipment such as calculator, computer, copiers, typewriter, etc.

**DESIRABLE QUALIFICATIONS**

Experience in a college or school district payroll environment or public agency payroll.

**WORKING RELATIONSHIPS**

The Payroll Specialist maintains frequent contact with various departments, staff and outside agencies related to payroll administration and employment issues.

**WORKING CONDITIONS**

College or District office environment; subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordinated activities.

**APPLICATION PROCEDURE**

- **DISTRICT CLASSIFIED APPLICATION REQUIRED** *(Failure to sign and complete all fields in the General Information section of the application will be considered an incomplete application).*

- **List of completed college course work in accounting.** *(May be a list compiled by applicant or unofficial transcripts. Unofficial transcripts verifying completion of college courses must be provided at the time of hire).*

- **Letter of interest that addresses the qualifications relevant to the position.**

- **Resume describing educational background and work experience.**

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by emailing hr@nocccd.edu or calling (714) 808-4810. Reference **Job #DEC984, Payroll Specialist** in all correspondence. You may include cover letters, resumes, and letters of reference, etc. as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. **Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.**

**THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.**

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

**APPLICATION DEADLINE**

Completed applications must be **received** in the Human Resources office on or before **January 11, 2008, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing date. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

**Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.** All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District's Human Resources office.