PAYROLL LEAD
JOB #DEC931

$4,606 - $5,586 per Month

This is a classified position subject to a one-year probationary period.

DATE POSTED: May 27, 2015
CLOSING DATE: June 17, 2015
POSITION LOCATION: Anaheim Campus - Payroll
SCHEDULED SHIFT: 8:00 A.M. to 5:00 P.M.; Monday - Friday
(STARTING DATE: As soon as possible

TYPICAL DUTIES

Under the direction of the Payroll Manager, independently perform a wide variety of complex technical duties in the preparation and maintenance of personnel and payroll functions, prepare reports and materials as assigned, and provide training and work direction to staff to ensure the accurate and timely payment of wages for District employees. Ensure the District is in compliance with District policies and procedures and legal requirements. Train and provide work direction to other support staff and student workers in the department; responsible for the daily planning and workflow of the department; lead or coordinate a team of staff in the analysis, completion, and validation of complex and technical projects. Assist the payroll manager in preparation of various payroll tax reports, and in the development, design, and implementation of payroll policies, procedures, and systems to improve the effectiveness of payroll operations; interpret and research proposed legislation, laws, regulations, contract provisions, and legal opinions and decisions that affect the payroll process. Provide technical recommendations and information to management and staff regarding employee payroll; resolve and troubleshoot district-wide related payroll problems; coordinate payroll functions and operations with District departments, personnel, governmental and private agencies. Update and maintain accurate information in the county computer database for personnel/payroll-related data; liaison with Information Services in maintaining and updating the in-house payroll/human resources system. Verify and audit rate change and pay adjustment documents received from human resources; perform specialized, technical payroll accounting calculations related to the complex elements of the District’s payroll activities. Perform specialized complex technical payroll accounting calculations involving gross pay, retirement, taxes, contract calculation, retroactive pay, fringe benefits and leave records; interpret the laws and regulations regarding employees’ eligibility/enrollment in PERS, STRS, Social Security, Medicare or any other retirement system and processes and monitor the proper enrollment, membership reporting and payment to various retirement systems. Liaison with the risk management office and payroll manager in monitoring workers’ compensation absences, approval and payments; responsible for processing and maintaining records of employee voluntary deductions. Coordinate the accumulation of data for outside audits. Design, create, and update forms, spreadsheets, reports and databases; monitor and maintain payroll schedules, calendars and personnel records and files. Attend payroll and benefit related meetings, workshops and conferences. Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner. Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: Bachelor’s degree from an accredited institution with a major in business, accounting, information systems or a related field AND minimum of four years of experience in specialized, technical payroll preparation and practices, preferably in a college or school district environment.

Ability to: Perform specialized, complex and technical accounting work requiring independent judgment and initiative related to the preparation of the District payroll; train, coordinate, plan, prioritize and organize a large volume of work of other payroll staff to successfully meet constant payroll deadlines; read, interpret, explain and apply various federal, state and local guidelines or other information pertaining to District payroll; compile, analyze and verify numbers, data and financial and statistical information; interpret, apply and explain laws, regulations, policies and procedures; research records, identify and correct difficult and complex payroll transactions and problems; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; meet schedules and time lines; work independently with little direction; understand and follow oral and written directions; communicate efficiently both orally and in writing; train and provide work direction to others; establish and maintain effective working relationships with others.
Knowledge of: Pertinent federal and state laws, codes, regulations, policies and procedures affecting payroll records and programs; applicable sections of State Education Code, Tax Codes and State mandated reports and processes; principles and techniques involved in payroll preparation, monitoring and control; verification and processing of payroll records; auditing of financial statistical records keeping, including general and basic time keeping and records keeping; District collective bargaining agreements’ specifics related to payroll and benefits issues; policies, rules, and regulations related to the State Teachers’ Retirement System, Public Employee Retirement System, and Public Agency Retirement System; District organization, operations, policies and objectives; correct English usage, grammar, spelling, punctuation, and vocabulary; bookkeeping and record keeping procedures; budget preparation and maintenance; appropriate software and databases.

WORKING RELATIONSHIPS
The Payroll Lead maintains frequent contact with various District administrators, faculty, staff, students, public agencies, external auditors and state agencies.

WORKING CONDITIONS
Indoor office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods of time (up to 2-3 hours); occasional travel to other locations to attend meetings or conduct work; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; seeing to read a variety of printed materials and information on a computer screen for extended periods of time.

APPLICATION PROCEDURE

**Applicants MUST submit the following items:**

1) **DISTRICT CLASSIFIED APPLICATION REQUIRED:**
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.

2) **Cover letter and resume addressing job qualifications and responsibilities:**
   Cover letter (expected length: 1-2 pages) and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume will be deemed incomplete and will not be considered.

3) **Copy of valid Driver’s License:**
   Must be submitted with application. Applications submitted without a copy of a valid Driver’s License will be deemed incomplete and will not be considered.

4) **Official/unofficial transcripts:**
   Must be submitted with application. Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job DEC931, Payroll Lead in all correspondence. 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:

**APPLICATION DEADLINE**

Completed applications must be received in the Human Resources office on or before **June 17, 2015, 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 deadline. 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. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0). Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

**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. Veteran status and people with disabilities are encouraged to apply. 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 online at www.nocccd.edu