

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Manager, Payroll	Range: 17 (CL)	Management Schedule
Date Revised:	May 14, 2013	Date Approved:	September 1986
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of the District Director, Fiscal Affairs, this position is responsible for planning, directing and coordinating the District's centralized payroll operations and activities, including the processing of certificated, classified and hourly employee payrolls.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plans, directs and coordinates centralized District payroll operations and activities in accordance with District policies, procedures and objectives; develops and implements plans and policies to facilitate and improve payroll services and operations.
2.	Assures compliance with applicable federal, state and local laws and regulations, including federal Internal Revenue Service, State Franchise Tax Board, Social Security Administration, Public Employees Retirement System (PERS) and State Teachers Retirement System (STRS); assures compliance with applicable collective bargaining agreement contract provisions.
3.	Establishes payroll schedules and calendars to meet statutory, regulatory, and collective bargaining agreement requirements and County Office of Education procedures; maintains strict payroll controls, schedules and deadlines; coordinates the processing of voluntary employee payroll deductions, wage garnishments and automatic payroll deposits.
4.	Assures proper application, calculation and reporting of compensation, benefits and taxes; prepares and reconciles quarterly reports for federal and state taxes and unemployment insurance; reconciles and audits W-2 forms for accuracy; makes corrections and adjustments as necessary.
5.	Directs and participates in the entry, updating and auditing of a variety of payroll data in assigned Human Resources/Payroll computer systems; extracts and audits data, develops spreadsheets from queries and generates a variety of computerized records and reports related to payroll activities.
6.	Coordinates payroll functions and operations with District Human Resources, Risk Management and other District departments and personnel as necessary; coordinates activities related to personnel, workers' compensation and fringe benefits to assure compatibility with payroll functions.
7.	Maintains communication with District and college personnel, governmental agencies and various outside organizations to exchange information, resolve conflicts and issues and coordinate the activities of assigned programs and activities; serves as a technical resource in providing recommendations and information regarding payroll functions and activities.
8.	Directs and participates in the preparation and maintenance of a variety of financial and statistical information and reports related to payroll activities; compiles information and data to create various financial and statistical reports and statements; assures accurate and timely completion and submission of reports; direct the maintenance of departmental record files; maintain confidentiality of employee records.

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9.	Maintains current knowledge of federal, state and local laws, rules and regulations related to payroll operations; maintains current knowledge of PERS and STRS regulations and procedures pertaining to payroll operations;
10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
11.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
12.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
13.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and staff.
15.	Performs related duties as assigned.

**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The District Manager, Payroll maintains frequent contact with college and District departments and personnel, the Orange County Department of Education and other outside agencies.

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**EDUCATION AND EXPERIENCE**

**Required Qualifications**

Possession of a Bachelor's degree, preferably in business administration, public administration, or related field from a regionally accredited institution.

Minimum of five years of increasingly responsible payroll services experience, including supervisory or managerial experience.

**Desirable Qualifications**

Payroll experience in public education, preferably at a community college.

Administrative or supervisory experience in public education, preferably at a community college.

Familiarity with the Banner Human Resources and Finance systems.

Familiarity with the Orange County Department of Education payroll system.

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of federal, state and local laws, rules and regulations related to payroll operations  
Knowledge of Internal Revenue Service, State Franchise Tax Board, Social Security Administration, Public Employees Retirement System (PERS) and State Teachers Retirement System (STRS) regulations and procedures  
Knowledge of Orange County Department of Education payroll system  
Knowledge of appropriate enterprise software and databases relevant to the administration of payroll functions  
Knowledge of financial computer tools and software, particularly as related to statistical analysis, spreadsheets and data management and manipulation  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of record keeping procedures  
Ability to effectively direct and coordinate centralized payroll operations  
Ability to perform complicated mathematical calculations and analyses  
Ability to prepare clear, concise and comprehensive financial reports and other documents  
Ability to interpret, apply and explain laws, regulations, policies and procedures  
Ability to assess, analyze, implement and evaluate research project activities  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to exercise good judgment and initiative in resolving problems and making recommendations  
Ability to maintain a professional demeanor under stressful situations  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate efficiently both orally and in writing  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others.

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## **SPECIAL REQUIREMENTS**

Valid California Driver's License

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## **WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

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