

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT</b>	
<b>JOB DESCRIPTION</b>	

Job Title:	Payroll Specialist	Range:	36
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

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 County requirements.

**ESSENTIAL FUNCTIONS**

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

1.	Receives, audits, records, and calculates employee time sheets and time cards; inputs, updates and maintains data on employee payroll records, sick leave, vacation, and workers' compensation; posts, revises and audits payroll records.
2.	Prepares a variety of payroll documents such as employment verifications, time records and similar fiscal documents in accordance with District, federal, state and County requirements; receives and audits various payroll documents for completeness, accuracy and appropriate authorizations.
3.	Prepares, inputs, audits payroll data; distributes payroll warrants and other financial documents; researches and analyzes discrepancies making appropriate corrections; calculates and processes retroactive and special pay adjustments; maintains established deadlines.
4.	Posts, adjusts, audits and balances various deductions such as taxes, benefits, insurance, voluntary deductions and other accounting clerical duties.
5.	Responds and assists staff with inquiries and provides information related to laws, rules, regulations, contracts, and other documents governing payroll; resolves payroll issues with employees.
6.	Maintains a variety of financial and statistical records and files related to payroll; obtains, verifies and posts information as necessary; reviews, checks and verifies a variety of payroll-related records and documents; processes payroll direct-deposit requests from employees.
7.	Coordinates payroll activities and operations with other departments, staff, and governmental agencies as necessary; researches and prepares data in response to inquiries from staff and governmental agencies.
8.	Trains and provides work direction to others as directed.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

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

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**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

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**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of on-line computerized payroll systems  
Knowledge of principles and techniques involved in payroll preparation, monitoring and control  
Knowledge of labor and bargaining unit contracts  
Knowledge of applicable sections of State Education Code and other applicable laws  
Knowledge of bookkeeping principles and record-keeping techniques  
Knowledge of modern office practices, procedures and equipment  
Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary  
Knowledge of various software applications  
Ability to perform mathematical calculations quickly and accurately  
Ability to compile, analyze and verify numbers, data and financial and statistical information  
Ability to read, interpret, explain and apply various federal, state and local guidelines or other information pertaining to District payroll  
Ability to operate a variety of office equipment such as calculator, computer, copiers, etc.  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to work independently with little direction  
Ability to meet schedules and time lines  
Ability to work confidentially with discretion  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**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 coordination activities.

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