SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: District Payroll Officer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To prepare, maintain, and verify all fiscal records and supporting documents related to the processing of District payroll for all certificated and classified day staff, evening/outreach education staff, and student payroll; to compute and process employee health, benefit, and standard payroll deductions; and to process the payment of all employee payroll deductions as required. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class is responsible for exercising independent judgment and problem solving in the preparation, processing, and maintenance of payroll related reports, actions, and records within strictly defined timelines. This job class functions at an advanced journey level of classification and requires specialized/technical knowledge of pertinent payroll accounting/reporting laws, regulations, and requirements.

SUPERVISOR: Business Office Supervisor

TYPICAL DUTIES

- Performs and coordinates all functions relative to processing District payroll for day staff, evening/outreach education staff, and student payroll.
- Prepares payroll for certificated and classified day staff.
- Prepares supplemental payroll and retroactive pay increases.
- Prepares payment of District-paid employee fringe benefits including quarterly SUI, FICA, and Medicare reports.
- Maintains all employee payroll records to include timecards, contracts, deduction authorizations, etc.
- Prepares journal entries as needed to correct or adjust payroll accounts.
- Maintains records and accounts for worker’s compensation rebates.
- Works closely with Data Processing to develop/review payroll reports and reporting procedures.
- Reconciles W2’s at end of calendar year with year-end reports and disburses.
- Prepares monthly standard journal entries; charging various funds for payroll and fringe benefits.
- Processes payments for employee health and welfare benefits.
- Prepares and maintains all records and correspondence for retirees’ individual health insurance accounts.
Typical Duties (continued):

- Prepares all fiscal year-end payroll closing entries; backcharging special instruction accounts and all fringe benefits.
- Serves as information source to employees, administration, insurance carriers, and others regarding District payroll processing procedures, requirements, and standards.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern office methods and procedures
- Pertinent contracts, laws, codes, rules, and policies affecting the processing and reporting or payroll activities.
- Data processing as it pertains to payroll record keeping practices.
- Financial record keeping and accounting principles, methods, and practices pertaining to payroll processing requirements.

Ability to:

- Learn district, Federal, State, County policies, procedures, and regulations related to assigned payroll functions
- Assemble, organize, and analyze data in an effective and useful manner
- Understand and carry out a variety of complex directions with limited supervision
- Establish and maintain accurate payroll records and prepare accurate financial and statistical summaries and reports
- Perform arithmetical calculations accurately and rapidly
- Apply rules and regulations to specific cases
- Quickly identify problem areas/situations, isolate problem causes, and take appropriate action to resolve problems identified
- Organize and prioritize assigned work tasks to meet strict timelines
- Operate a variety of standard office machines and equipment such as computer, typewriter, calculator, copier, fax
- Communicate effectively in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties
Experience/Education:

- Three years of recent experience in a responsible position having difficult payroll, bookkeeping, or auditing responsibilities.

- A.A. Degree in accounting or equivalent preferred.

Approved 12/99