

## POSITION DESCRIPTION

Payroll Coordinator

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**Position** ..... Payroll Coordinator  
**Department/Site** ..... Finance and Administrative Services  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Director of Fiscal Services  
**Salary Range** ..... 40

### **Summary**

Provide technical payroll services, assure timely and accurate reporting, and account and distribute salary and wage payments for all District employees. Record and maintain payroll-related information for District management and external agencies including tax and retirement reporting.

### **Essential Duties and Responsibilities**

- Coordinate the day-to-day operations and activities of the District's payroll function; coordinate and oversee payroll processing for all District employees.
- Establish, revise and update payroll procedures and policies to improve the efficiency and effectiveness of payroll operations; assure department and District-wide compliance with federal, state and District payroll regulations and procedures.
- Provide in-service training, technical direction, and guidance to Payroll staff.
- Interpret, apply and assure compliance with applicable laws, codes and regulations; remain current on applicable legislative decisions and developments.
- Audit, correct and reconcile federal and state OASDI and Medicare wages to assure accurate issuance of original, corrected and duplicate W-2 forms.
- Coordinate the enforcement of levies, garnishments and other withholding orders with the Los Angeles County Office of Education.
- Oversee and coordinate retirement incentives and retroactive pay adjustments; oversee the reconciliation, requesting and depositing of federal and state tax, OASDI, Medicare, unemployment insurance and worker's compensation payments.
- Oversee the issuance of payroll warrants, including the processing of manual, voided, duplicate and cancelled checks.
- Assure the withholding of retirement contributions.
- Implement District payroll policies for the various employee groups, implement payroll education codes, salary schedules and salary changes resulting from position changes, anniversary dates, salary studies and reclassifications.
- Compile and organize payroll data and prepare reports and summaries to assist management personnel in budgeting and collective bargaining processes.
- Provide technical expertise to District administrators regarding payroll operations and assist in developing new policies and procedures as required.
- Communicate with representatives of government agencies, financial institutions, and retirement systems to exchange information, resolve issues and coordinate activities; interpret collective bargaining agreements for payroll requirements.
- Oversee the coordination of remittance of voluntary deductions and automatic payroll deposits.
- Complete and file quarterly forms for employer's federal and state tax returns, unemployment insurance contribution return.
- Complete and file monthly Bureau of Labor Statistics Report.
- Complete and file annual state and federal reports.

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- Prepare comprehensive financial and statistical reports related to payroll, retirement, leaves of absences and unemployment insurance; assure distribution to appropriate offices and agencies.
- Confer with TeCS and Payroll staff to coordinate efforts, modify functionality and enhance automated systems and reporting capabilities.
- Reconcile general ledger accounts.
- Audit and correct error accounts.
- Upload financial and retirement data to local server.
- Identify opportunities for improving efficiency and procedures; identify resource needs; implement improvements.
- Attend workshops, seminars and training to remain current on applicable laws and regulations; conduct district-wide workshops to communicate law and procedural changes and to explain new forms.
- Participate in shared governance through service on planning and or operations committees and task forces.
- Perform other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **- Knowledge and Skills**

- Federal, state, local and District laws, regulations, policies and procedures governing payroll.
- Accounting, auditing and internal control principles, practices and procedures.
- Generally accepted accounting principles.
- Principles and practices used in community college payroll procedures.
- Federal and state reporting requirements.
- District management and bargaining unit agreements and contracts.
- Deferred compensation and taxable fringe benefits reporting.
- Withholding, tax deposit, filing of tax returns, W-2 and other payroll regulations.
- Basic research methods and report writing and report preparation.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community college organization, operations, policies and objectives.

#### **- Abilities**

- Plan, organize and coordinate the activities, services and operations of District payroll function.
- Provide technical expertise and guidance to District administrators concerning Payroll.
- Perform complex payroll preparation and verification duties.
- Explain payroll policies and procedures to employees.
- Interpret, explain and apply various federal, state and District regulations affecting payroll operations.
- Monitor, adjust and reconcile payroll data.
- Train Payroll staff.

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- Analyze payroll data and prepare reports, summary conclusions and recommendations in accordance with generally accepted accounting principles.
- Operate computerized accounting systems software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting accounting and auditing functions, word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines. Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

#### **Physical Abilities**

- Requires sufficient hand coordination to use a keyboard for routine typing and advanced data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment, visual acuity to recognize words and numbers, auditory ability to carry on conversations in person and over the phone.

#### **Education and Experience**

- An associate degree, or the completion of at least sixty (60) college-level semester units, and three years of payroll coordination experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, five years of payroll coordination experience.

#### **Licenses and Certificates**

- Requires a valid California driver's license.

#### **Working Conditions**

- Work is performed in an office environment with minimal exposure to health and safety considerations.