



Senior Payroll Specialist

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
624	Exempt	2 - Professional	AFSCME	6	10-27-10	10-046	1 of 2

DEFINITION: Under general supervision, performs the full range of payroll preparation, processing, and confirmation functions for the timely and accurate completion of payroll for all District employees; provides work direction and oversight to subordinate Payroll Specialists and Payroll Assistants, and may participate in special payroll or accounting projects.

REPORTS TO: The Controller, or designee.

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Monitors, finalizes, approves, and confirms weekly and bi-monthly payroll close processes, including Time and Labor; and edits and approves employees' time, and the employee status report.
- Sets up the check print file and coordinates printing with the Treasury unit.
- Updates, confirms, and runs the leave balance accrual, and payroll register.
- Audits and approves daily manual checks issued by Payroll Specialists, and coordinates the printing process with the Treasury unit.
- Provides expertise and assistance to Accounting staff for the accurate reconciliation of the monthly payroll account in the General Ledger.
- Analyzes and balances annual gross earnings, taxable gross, and federal and state taxes withheld for all employees in regard to W2 reporting; and coordinates the annual printing of W2s.
- Reviews, sets up, and enters changes in the Pension payroll direct deposit, and related tax withholding.
- Performs the audit and payroll functions of subordinate Payroll Specialists, as needed.
- Performs the functions of the Payroll Manager when s/he is sick, on vacation, or for short duration during special projects.
- Provides information, analysis, and assistance to internal and external auditors.
- Responds to payroll inquiries from employees regarding paycheck amounts, deductions, leave accruals, direct deposit, and other concerns.
- Provides training and guidance to subordinate Payroll Specialists and Payroll Assistants, as needed.
- Maintains and updates computer based and paper files for retention of payroll.
- May participate or lead ad-hoc or ongoing payroll or accounting projects at the direction of the Payroll Manager, Controller, or CFO.
- Performs related duties as required.



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MINIMUM QUALIFICATIONS:

Knowledge Of: One or more payroll, spreadsheet, and word processing software programs at the intermediate level of proficiency; basic principles and practices of payroll processing and accounting; and modern office practices and procedures.

Ability To: Quickly learn and proficiently use newly implemented software programs as adopted by the District; read, understand, interpret, and apply provisions from multiple Collective Bargaining Agreements, and pertinent government accounting and payroll regulations; analyze data from multiple sources, check for accuracy, and resolve errors and discrepancies; perform mathematical computations rapidly and accurately; interpret data from various accounting systems; communicate clearly both orally and in writing; learn, interpret, and apply pertinent government accounting and payroll regulations; and build and maintain positive working relationships with those encountered in the course of work using principles of excellent customer service.

Education: Equivalent to a Bachelor's degree from an accredited college with major coursework in accounting, business administration, or a closely related field.

Experience: Equivalent to four (4) years of recent and verifiable experience as a Payroll Specialist, or equivalent. Additional years of experience may be substituted for required education on a year-for-year basis.

Desired: One (1) or more years experience supervising subordinate payroll and clerical staff.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting, operating a personal computer, keyboards, and other peripheral equipment.

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