

DIRECTOR, PAYROLL SERVICES

JOB SUMMARY

Under the direction of the area administrator, responsible for various and complex functions of the Payroll Services Office, including planning, organizing and directing the operation and activities of District payroll, while ensuring compliance with applicable legal requirements, as well as Federal, State, County and District policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Manage and participate in all activities related to the District's in-house payroll function, including the pre-and post-payroll audits, preparation and review of quarterly and annual tax reports and returns, implementation of periodic District-wide salary and benefit changes, preparation of a variety of reports, schedules, and reconciliations and providing them to the auditors, and ensuring compliance with applicable Federal, State, and local laws, rules, and regulations.
2. Lead and facilitate the integration and innovation of the payroll system; plan, coordinate, and operationalize the development and improvement of business processes; anticipate and resolve any system or process issues as they arise.
3. Responsible for compliance with IRS, State, Social Security, PERS and STRS pension rules and regulations, as well as collective bargaining agreements.
4. Prepare comprehensive financial and statistical reports related to payroll, retirement, leaves, and unemployment insurance.
5. Oversee year end payroll operations, including the reconciliation of W-2's according to applicable laws and regulations; audit year end records for accuracy and make corrections and adjustments as necessary.
6. Develop staffing priorities for assigned areas; participate in the hiring processes for full & part-time classified professionals and administrators; train, supervise, and evaluate assigned personnel.
7. Assist in the development of the operating budget for assigned areas; monitor and take necessary action regarding expenditures for assigned areas.
8. Provide technical expertise, guidance, training, and resources regarding payroll; provide effective and timely communication to representatives of internal District departments, government agencies, financial institutions, retirement systems, legal counsel, and bargaining units to exchange information, resolve issues, and coordinate activities.
9. Oversee and direct the maintenance of departmental record files while maintaining the confidentiality of employee records; ensure that district payroll records are archived according to approved procedures.

10. Develop and recommend payroll policies and procedures in accordance with laws and regulations; review and make recommendations concerning proposed legislation and policy issues and analyze proposed legislation affecting payroll issues to ensure district payroll procedures are in compliance.
11. Attend and participate in various meetings; serve as liaison to District staff and outside agencies on matters related to payroll issues; participate as a member of related boards and committees to represent the District's interests.
12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Applicable laws, rulings, procedures, policies, educational codes and FLSA regulations regarding payroll and retirement procedures and reporting.
2. General accounting financial controls and principles.
3. Automated accounting application and finance systems and computer software and systems related to payroll processes.
4. Spreadsheet, database and word processing software.
5. Supervisory techniques and practices.
6. Record keeping, information processing requirements, and rules and policies related to the production of an employee payroll.
7. Retirement and state and federal tax reporting.
8. Modern office practices, procedures, and equipment.
9. Interpersonal skills using tact, patience, and courtesy.

Skills in:

N/A

Ability to:

1. Effectively present information and appropriately respond through proper channels to questions from groups of administrators and other employees, students, and the general public.
2. Communicate effectively both orally and in writing.
3. Work independently with little direction while meeting strict payroll schedules and timelines.
4. Organize and function efficiently in setting multiple priorities and tight deadlines; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
5. Read, analyze, interpret, apply and explain contracts, laws, rules, regulations, policies and technical procedures.
6. Prepare complex technical reports, business correspondence, and procedure manuals related to payroll and benefits.
7. Effectively navigate complex processes, streamlining when necessary.
8. Calculate and reconcile payroll and benefit amounts and deductions.
9. Perform mathematical calculations quickly and accurately.
10. Establish and maintain a variety of filing, record-keeping, and tracking systems.
11. Understand scope of authority in making independent decisions.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the

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FLSA: EXEMPT

course of work.

14. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A bachelor's degree from an accredited institution in accounting, business administration, or related field; AND
2. Five (5) years of payroll experience; OR
3. An equivalent combination of education, training, and/or experience; AND
4. Experience must include one (1) year in a leadership or supervisory role.

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Work is performed primarily in a standard office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; frequent interruptions and distractions. Incumbents may be exposed to occasional contact with dissatisfied or upset individuals.