



PAYROLL COORDINATOR

BASIC FUNCTION

Under the direction of an assigned supervisor, the Payroll Coordinator plans, organizes, coordinates and performs complex and highly detailed duties in preparation, review, processing, and reporting of payroll for all employees.

DISTINGUISHING CHARACTERISTICS

Performs payroll functions in a lead role which requires a specialized and high technical level of payroll knowledge and ability above other payroll classifications.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Lead, plan, organize, oversee, and participate in the preparation of payrolls in accordance with established regulations, timelines, policies, and procedures; assure salaries are accurate and in compliance with all applicable regulations.
2. Calculate individual pay information for employees; compute adjustments, payroll docks, and retroactive payments; balance and post information to the payroll system; process garnishments as required by law.
3. Reconcile monthly billings; establish deductions and deduction registers for insurance premiums, tax sheltered annuities, organizational dues and other voluntary payroll deductions.
4. Provide assistance and information to employees regarding payroll issues and questions in a timely manner; ensure necessary forms are completed to process changes in pay warrant deductions. Contact employees to make appropriate arrangements for any compensation overpayments or adjustments.

5. Provide payroll related information to questions regarding the collective bargaining agreement.
6. Prepare, compute, and submit reports related to District payrolls, federal and State taxes and tax deductions, State disability and unemployment insurance, IRS Section 125 plan and voluntary deductions as required.
7. Audit hours for all district employees; monitor hours and wages for retiree employees to ensure limitations are not exceeded.
8. Assist auditors with employee compensation information and other payroll data as required.
9. Provide training and professional development to payroll and human resources staff as necessary.
10. Serves as payroll liaison with outside agencies as required.
11. Perform related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Pertinent federal, State, and local payroll laws, codes, and regulations.
- Applicable policies and procedures related to payroll.
- Preparation, maintenance, and processing of payroll records.
- Laws and regulations governing tax and voluntary payroll deductions.
- CalSTRS and CalPERS regulations.
- Collective bargaining agreements.
- Modern office procedures, methods, and equipment including computers and applicable software applications.
- Mathematic concepts and simple descriptive statistical and research methods.
- Principles and procedures of confidential record keeping.
- English usage, grammar, spelling punctuation, and vocabulary.
- Principles and practices of payroll training and work direction.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.

Skills and Abilities To:

- Perform, interpret, apply, and communicate complex rules, regulations, policies, and procedures related to payroll processing.
- Comprehend and use electronic database systems.
- Lead, plan, organize, and process effective and accurate payrolls.
- Effectively communicate payroll related procedures and information.
- Research and resolve payroll questions and issues.
- Make complex mathematical calculations.
- Prepare clear, concise, and accurate payroll reports.
- Maintain confidentiality of sensitive information.
- Research, compile, analyze, and interpret information and data.
- Exercise good judgment and discretion in handling matters of a sensitive nature.
- Establish and maintain cooperative working relationships with others.
- Plan and organize work to meet schedules and timelines.
- Meet critical deadlines while working with frequent interruptions.
- Work independently with minimal supervision.
- Effectively communicate both orally and in writing.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

Education and Experience:

Any combination equivalent to an associate degree in accounting, finance or closely related field and two years of payroll experience. Bachelor's degree is preferred

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Office.

Physical Demands:

Work is performed primarily in a standard office environment with frequent interruptions and distractions; extended periods of time of viewing a computer monitor.

Requires sufficient physical ability to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Work in an environment of frequent interruptions and possible dissatisfied individuals.