

Position Information

<b>Title</b>	<b>Payroll Technician - 1.0 FTE - 12 Month</b>
<b>Job Category</b>	Classified
<b>Position Number</b>	
<b>Location</b>	
<b>Job Description</b>	<p><b>BASIC FUNCTION:</b> Under the direction of the Chief Business Officer and his/her designee, performs technical and complex payroll accounting duties involving financial and statistical record-keeping in payroll; assure the timely preparation and distribution of financial and statistical reports and records for the Payroll Department. Calculates, balances and reports financial and statistical data. Performs related work as required.</p> <p><b>DISTINGUISHING CHARACTERISTICS:</b> The Payroll Technician classification performs a myriad of complex payroll duties to support the payroll function operations of the district. Incumbents assigned to the classification of Payroll Technician perform more technical and complex accounting duties and exercise independent judgment over an established payroll function.</p>
<b>Job Duties</b>	<p><b>REPRESENTATIVE DUTIES:</b></p> <p>Works with the Office of Human Resources team to establish and maintain the confidential permanent electronic payroll files for all employees of the District; including retirement systems, mandated and fringe benefits and deductions; (E)</p> <p>Processes pay confirmations for all extra pay and part-time instructors, students and temporary employees; provides in-depth, technical advice and guidance to all levels of management and staff on the payroll processes including electronic timecard entry; (E)</p> <p>Processes garnishments in accordance with applicable rules and regulations. (E)</p> <p>Reviews, analyzes and processes the student course/section information, as it relates to the payroll function, to insure the integrity of that information for accurate entry into the payroll software system. (E)</p> <p>Processes and compiles payroll data, which includes hours worked, overtime earnings, gross pay, deductions, required withholdings and net earnings. (E)</p> <p>Records employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records. (E)</p> <p>Processes and distributes employee paychecks and statements of earnings and deductions. (E)</p> <p>Calculates and communicates changes in payroll practices, such as a holiday that could change the normal pay day or end of the pay period. (E)</p> <p>Performs monthly reconciliation of payroll and audit including the reporting of STRS, CalPERS and payroll tax reports to Federal, State, and Local Entities. (E)</p> <p>Maintains policies and procedures supporting payroll tax filing process. (E)</p> <p>Prepares remittance lists and vendor payments for benefit/deductions, including but not limited to, wage garnishments, dues, benefit programs and voluntary contributions; generates retirement reports, enters adjustments and corrections, balances and submits along with vendor payments as requested. (E)</p> <p>Prepares and processes paycheck cancelations, reversals, reissues, advances and stop payments, as necessary. (E)</p> <p>Operates a variety of office equipment, to include computers, calculators, copiers and multi-line telephones; performs various clerical functions, including but not limited to, typing correspondence, researching and compiling data for reports and forms, copying and filing</p>

documents, faxing information, developing and maintaining files and electronic spreadsheets, performing data entry and using a variety of computer applications. (E)

Assists in developing, maintaining and adhering to schedules and deadlines for processing payrolls, direct deposits, paycheck disbursements and various reports. (E)

Participates in data collection activity in support of Audit Requests (internal/external). (E)

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDE OF:**

Applicable sections of the State Education Code and other federal, State, County and District laws, policies, rules and regulations.

Technical aspects of payroll.

District organization, operations, policies and objectives.

Applicable accounting practices and procedures.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Electronic data processing techniques and capabilities.

Experience working with all levels of employees, vendors and governmental agencies.

Demonstrated knowledge of payroll rules and regulations, garnishments, payroll calculations, and California labor laws

Fundamentals of Payroll Certification (FPC)/Certified Payroll Professional (CPP) desired

**ABILITY TO:**

Ability to create, run and analyze auditing reports.

Ability to work with external auditors.

Strong customer services and effective communication skills

Effectively process HRIS and payroll data to transition seamlessly during the lifecycle of an employee.

Strong attention to detail in an ever-changing environment.

Ability to comply with SOX requirements.

Perform high-level professional accounting work in the analysis, maintenance and auditing of accounts affecting College operations

Utilize databases and spreadsheets for financial analysis

Establish and work to accomplish approved District/College goals and objectives

Establish and maintain cooperative and effective working relationships with others

Meet schedules and timelines

Work confidentially with discretion

Learn District/College organization, operations, policies and objectives

**Required  
Qualifications**

**EDUCATIONS AND EXPERIENCE:** Any combination equivalent to a bachelor's degree in accounting, finance or business administration and three (3) years of accounting/payroll related experience with increasing responsibilities.

**Desired/Preferred  
Qualifications**

**Physical  
Demands**

**ENVIRONMENT:**  
Typical office environment

	<p>Subject to constant interruptions</p> <p><b>PHYSICAL ABILITIES:</b></p> <p>Communicating to exchange information and make presentations</p> <p>Reading a variety of materials</p> <p>Dexterity of hands and fingers to operate a computer keyboard</p> <p>Sitting for extended periods of time</p> <p>Bending at the waist, kneeling or crouching</p> <p>Drive to required sites</p> <p>Reaching overhead, above the shoulders and horizontally</p> <p>Lifting and carrying objects that weight up to ten (10) pounds</p>
<b>Special Conditions for Eligibility</b>	
<b>FLSA</b>	Non-Exempt
<b>Range/Step</b>	\$3,383.53 - \$3,716.88/mo.
<b>Salary</b>	(Range 30, CSEA Salary Schedule; initial placement will not be higher than Step 3 of the salary schedule, the top step for this position is \$4,803.25/mo.)
<b>Benefits Information</b>	<p>PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (CalPERS).</p> <p>BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependents for positions whose FTE is .60 or higher, valued at over \$20,000 annually with a \$310.50 monthly out of pocket expense to employees + dependents for their monthly medical premiums. The package includes health, dental, vision, one (1) life insurance policy and an Employee Assistance program. Additional benefits include contributions to the Public Employee’s Retirement System (PERS) which is integrated with Social Security, 457/403b options, Vacation days – 7.33 hrs per month for the first year, 96 hours of vacation leave per years 1-5, 12 sick days and 20 holidays.</p> <p>SALARY: Step 1: \$40,602.36/YR – \$44,602.36/YR. - Range 30, CSEA Salary Schedule, initial placement will not be higher than Step 3 of the salary schedule, the top step for this position is \$57,638.98/YR.).</p> <p>•This position is anticipated to be assigned to the District Office but may be assigned temporarily or permanently within the District.</p> <p>If you require reasonable accommodation to apply for this position, contact Maribel Gaytan at the Office of Human Resources at (530) 741-6975.</p> <p>WORKING CONDITIONS: Categorically funded positions are contingent upon funding. In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.</p> <p>WORK DAY, WORK WEEK, and WORK YEAR: The District has the right to establish work day, work week, work year; hours of positions within the District may vary.</p>

INTERVIEW: Candidates selected for an interview will be required to visit Yuba Community College District at his/her own expense upon a date selected by the District. Meeting minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Contact the Human Resources website for a list of agencies providing foreign transcript services.

PRE-EMPLOYMENT REQUIREMENTS: Employment is dependent upon Department of Justice (DOJ) clearance; all fees are the responsibility of the selected candidates and serves the purpose of obtaining a criminal history as authorized by the California Education Code. All prospective employees shall be required to provide verification of TB test.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

**EEO Statement**

As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.