



Employment Opportunity

Payroll Technician

CL08-06 Business Services

Apply by: 4:00 p.m., on Tuesday, May 6, 2008.

(Extended deadline)

About the position The currently advertised full-time assignment will perform duties in the Business Office at the Aptos College campus. In addition, a Payroll Technician position eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

Examples of Duties Under general supervision of the Accountant:

- Prepares, reviews and processes payroll records, documents and related materials for all college employees
- Audits such documents for completeness, accuracy and conformance with regulations, policies, and procedures
- Prepares and processes documents for cash transfer between the County Treasury and the College's merchant bank for electronic payroll and tax remittances
- Prepares and transmits electronic files to the College's merchant bank for direct deposits
- Calculates salary rates and differentials; calculates and administers garnishments
- Maintains and updates data in the payroll computer system
- Maintains records for employee payroll deductions
- Prepares and submits reports and remittances for taxing, financial and insurance organizations
- Interprets and provides information pertaining to legal mandates, policies, regulations, payroll operational guidelines and related areas such as retirement (PERS/STRS) to College employees
- Assists in the formulation of improved payroll record management and reporting systems and procedures
- Maintains, updates and reconciles employee leave records and calculates pay adjustments as needed
- Compiles, researches, and prepares a variety of periodic and special reports relating to the payroll function
- Reconciles deductions for benefit programs
- Releases payroll information to legally authorized agencies
- Maintains retirement plan records and prepares reports
- Organizes and maintains various records and files
- Provides support to varied general accounting functions
- May oversee the work of and instruct staff assigned to assist with the payroll function
- Performs related duties as required or assigned

Qualifications Graduation from high school supplemented by college-level accounting courses or professional level continuing education payroll related courses, and three years of accounting support experience which has involved preparing, reviewing and processing payroll and related documents. At least one year with primary responsibility for a large, complex payroll.

Knowledge of:

- Recordkeeping requirements, rules and regulations related to the payroll process
- Payroll reporting procedures of county, state and federal agencies and insurance and financial firms
- Office practices and procedures, including filing and the operation of standard office equipment
- Basic business data processing principles and software applications related to payroll processing, including word processing and spreadsheet software
- General accounting and auditing principles and practices
- Business mathematics, including percentages, decimals and bookkeeping

Skill in:

- Maintaining detailed and accurate payroll records and files
- Interpreting, explaining and applying complex laws, rules and policies
- Monitoring and producing accurate payroll records, documents and related reports
- Coordinating multiple projects and meeting critical deadlines
- Compiling and reconciling complex numerical and financial data
- Using initiative and sound judgment within established procedural guidelines
- Prioritizing work, coordinating several activities and following up as required
- Operating standard office equipment, including a personal or online computer
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements:

- Must be willing to work overtime as necessary

Desirable:

- Payroll experience in a California school or community college

Salary *\$3437.50 to \$3789.83 per month to start, plus fringe benefits; seven step schedule to \$4606.58 per month plus employer-paid retirement contribution (PERS). Full time assignment, 12 months per year. Monday through Friday, 8:00 a.m. to 5:00 p.m. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual's previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College provides a benefit stipend up to \$6,754.80 per year for employee only and up to \$12,849.36 per year for employee plus one dependent, and \$17,680.20 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

How to Apply

Application forms may be obtained through the Human Resources web site: <http://www.cabrillo.edu/services/hr/apps/index.html> **OR** at the office location noted below:

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
Fax: (831) 477-3545

Postmarks or E-mail transmittals are not accepted

EACH APPLICANT MUST SUBMIT:

- a) Completed and signed Cabrillo College application
- b) Resume – job related
- c) One to three recent letters of recommendation which address the candidate's ability to perform the duties of this position
- d) Criminal History Inquiry Supplemental to Application
- e) Verification of educational qualifications (*Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.*)
 - Transcripts from all colleges attended (copies are acceptable) **OR** official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.

If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure

Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) (may or will) be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline

All application materials **MUST** be received in the Human Resources Department by: **4:00 p.m., Tuesday, May 6, 2008.** **(Postmarks or e-mail transmittals are not accepted.)**

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.