LEAD PAYROLL TECHNICIAN

DEFINITION

Under general supervision, performs technical and detailed work in the preparation, review and processing of payroll records, documents and related materials for both classified and certificated staff; plans, organizes and assigns work; performs audits; monitors and leads payroll functions; provides support to the general accounting function; performs related work as assigned.

CLASS CHARACTERISTICS

This is the working-lead level class within the payroll technician series. The incumbent is responsible for assigning and reviewing work, and instructing assigned staff; and for advising the Director of Business Services (or designee) of payroll related problems and recommended solutions. Although assigned to the academic payroll, this classification is responsible for knowing the classified payroll system and must be competent to personally process both the academic and classified payroll system.

EXAMPLES OF DUTIES (Illustrative only)

- Under direction of the director or designee, performs all of the functions of the Payroll Technician II, which includes but is not limited to performing technical and detailed work in the preparation, review and processing of payroll records, documents and related materials for both classified and academic staff
- Provides lead direction, training and work review to payroll department staff
- Organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work
- Trains payroll department staff in Cabrillo College payroll procedures
- Provides information and advice regarding payroll related issues and of payroll processing with the County Office of Education
- Interprets and provides information pertaining to legal mandates, policies, regulations, payroll operational guidelines and various related areas such as retirement (PERS/ STRS) to College employees
- Formulates or assists in the formulation of improved payroll record management and reporting systems and procedures
- May perform the more complex and specialized payroll fiscal record management and reporting functions
- Performs other related work as required and/or assigned

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics

Knowledge of

- Methods, practices and procedures pertaining to payroll record management systems;
- Legal mandates, policies and regulations pertaining to payroll record management and reporting
Knowledge of: (continued)

- Computer assisted payroll record systems, equipment and terminology
- Record keeping requirements, rules and regulations related to the payroll process
- Payroll reporting procedures of county, state and federal agencies and insurance and various retirement systems
- Office practices and procedures, including filing and the operation of standard office equipment
- Advanced business data processing principles and applications related to payroll proceeding
- Advanced accounting and auditing principles and practices
- Business mathematics, including percentages, decimals and basic bookkeeping
- Basic supervisory principles and practices

Skill in

- Maintaining detailed and accurate payroll records
- Interpreting, explaining and applying complex laws, rules and policies
- Planning, scheduling, assigning, directing and reviewing the work of staff
- Analyzing problems, evaluating alternatives and making recommendations
- Monitoring and producing accurate payroll records, documents and related reports
- Compiling and reconciling 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 on-line computer
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements

A typical way of gaining the knowledge and skills outlined above is:

Two years of accounting related college coursework and three years of responsible experience preparing, reviewing and processing payroll documents in a central payroll office equivalent to the College’s class of Payroll Technician II. One year of lead or supervisory experience is desirable. Additional experience as identified above may be substituted for college on a year for year basis.

Established: July 1, 2001