

REVISED: JANUARY 2019
FLSA: EXEMPT
SALARY: T
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PAYROLL MANAGER

BASIC FUNCTION: Under the supervision of the area administrator plans, administers, and manages all daily operational functions of the payroll department including compliance with state and federal laws, regulations, district policies, and collective bargaining agreements.

SUPERVISES OR PROVIDES LEAD DIRECTION TO: Assigned district personnel and staff.

REPRESENTATIVE DUTIES:

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

1. Plans, organizes, oversees, and coordinates the timely and accurate preparation, maintenance, processing, and analysis of the District's payroll function.
2. Develops and maintains the integrity of the payroll processing systems, including, but not limited to, accurate and confidential payroll and attendance records, pay calculations, retirement reporting, time sheets, new hire information, and voluntary deductions.
3. Provides leadership in evaluating and disseminating pertinent payroll information; implements new payroll/retirement rules, regulations, and guidelines from State and Federal regulatory agencies; recommends and develops departmental policies and procedures.
4. Assigns, directs, and evaluates performance of all direct reports; provides assistance in the completion of their assignments; establishes goals and objectives for assigned areas of responsibility in concert with the strategic plan and administrative program review.
5. Prepares periodic reports, schedules, and reconciliations; participates in year-end closing process and annual audit.
6. Performs various audit and verification procedures related to processing the District's payroll.
7. Provides assistance and clarification to internal and external customers in the interpretation of the payroll system, policies, practices, and information requests.
8. Receives, investigates, and responds to difficult and sensitive issues in a professional manner; identifies and reports findings; takes corrective action as necessary.
9. Communicates and coordinates with other pertinent departments and bargaining units on matters pertaining to employee compensation.
10. Participates in local, regional, and state activities to promote Riverside Community College District and the community college movement.
11. Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: a bachelor's degree from an accredited institution in accounting, finance, business administration, public administration or related field and three years of increasingly responsible payroll and/or accounting experience, two years of which were in a lead or supervisory capacity.

A master's degree in accounting, finance, business administration, public administration or related field, and two years of experience in a payroll office at an institution of higher education or other public agency with collective bargaining agreements is preferred.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF:

1. California Community College accounting and payroll processing methods, practices, principles, and terminology.
2. Applicable Federal, State, and local laws, regulatory codes, ordinances.
3. CalPERS and CalSTRS regulations, procedures, and reporting requirements.
4. Financial applications software.
5. Commonly used word processing and electronic spreadsheet software.
6. English language and grammar.
7. All aspects and procedures of the District's payroll office or similar environment, including compliance with the Budget and Accounting Manual.

ABILITY TO:

1. Carryout complex oral and written instructions
2. Exercise judgment and initiative.
3. Work under the pressure of recurrent deadlines with frequent interruptions
4. Constructively supervise the work of others, recommend, and implement goals, objectives, and practices for providing effective and efficient services.
5. Demonstrate proficiency with modern office equipment.
6. Demonstrate proficiency and efficacy in verbal and written communications
7. Work cooperatively and effectively with faculty, administrators, staff, and representatives from outside organizations.
8. Maintain an understanding of current ideas, trends, rules, and regulations pertaining to payroll and retirement areas.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Controller, Vice Chancellor, Payroll Technicians, faculty, administrators, staff, bargaining unit leadership, Riverside County Office of Education, Federal and State agencies.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.

