

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Payroll Technician

BASIC FUNCTION: Under the supervision of the area Manager, performs a variety of technical tasks of above-average difficulty in connection with the preparation of the District's payroll.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable.

REPRESENTATIVE DUTIES:

1. Prepares various reports for internal and external agencies, including but not limited to the Public Agency Retirement System, Public Employee Retirement System, and State Teachers Retirement System. Prepare worksite reports, labor distribution reports, hours/days tracking, load bank summaries, seniority reports, reassigned time spreadsheets, and step and column projections; prepares, assesses, and validates employee payroll data for outside agencies.
2. Prepares, calculates and codes all pay documents, including teaching assignments, stipends, differential pay and timesheets; assesses, evaluates and confirms payroll balancing for all certificated, classified, confidential, and student employees, adhering to schedules and timelines established by the District and the Riverside County Office of Education.
3. Processes and records all new employee paperwork and necessary documents, including but not limited to New Employee Authorization Transmittals, retirement forms, direct deposit forms, tax forms, and attendance cards for distribution to all outside agencies; prepares and maintains employee file folders, and enters employee numbers into Datatel and tracking spreadsheets.
4. Maintains and enters all employee modifications, including voluntary deductions, name, address, contract pay increases, anniversary step increases, approved cost of living adjustments, federal and state withholdings, direct deposit information, position, pay frequency, worksite and budget code changes for all regular positions and any extra duty assignments including special projects; maintain accurate salary history records and seniority lists.
5. Explains and provides details for the method of pay and payroll forms to new employees.
6. Maintains complete and accurate confidential attendance records in compliance with District, State and Federal guidelines, including the calculation of leaves earned and used and enters data for the employees' paycheck stub.
7. Enters payroll data into the District's payroll software to generate payroll warrants and required reports.
8. Files employee documents, earnings records, teaching assignments, Notice/Change of Employment; boxes all payroll records for archive storage.
9. Answers phone calls or emails regarding employees' payroll information and requests for data.
10. Prepares adjusting entries for W-2s, including workers comp, ARS and AFLAC.
11. Tracks, records, and prepares prior year liabilities for year-end processing including vacation and compensatory time and all hours/days worked prior to June 30th for payment beyond July 1st.
12. Participate in District-provided in- service training programs and user group meetings, including payroll calendar year-end workshops provided by the Riverside County Office of Education.
13. Reads, interprets, and adheres to guidelines presented by the CSEA, CTA, and Management contracts and Education Code.
14. Prepares and maintains accurate records for all approved workers' compensation absences and payments.

15. Participates in District-provided in-service training programs.
16. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
17. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent.

EXPERIENCE: Three years of directly related experience in financial recordkeeping is required. One year in a school accounting office or payroll experience is desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Methods, practices, principles, procedures and terminology used in a payroll office; common computer software applications and processes, including Excel and Word; payroll preparation software applications.

ABILITY TO: Learn, apply, and explain rules and regulations; work with established procedures, as well as, complex situations requiring the exercise of judgment and initiative; work cooperatively and effectively with District and county personnel; work under pressure of recurrent deadlines with frequent interruptions; understand and carry out complex instructions, both oral and written; operate 10-key calculator; establish and maintain effective relationships with others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental personnel, employees, Riverside County Office of Education, PARS, STRS, and PERS retirement systems, CTA and CSEA unions, EDD, federal and state agencies, financial institutions, mortgage companies, and other employers.

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.