

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

DIRECTOR, PAYROLL

CMS Salary Range 33

BASIC FUNCTION: Under the general direction of the Vice President of Human Resources, plan, organize, supervise, review the work of staff, and provide administrative support related to the processing of the District's payroll for faculty and staff employees. Ensures all employees are paid in an accurate and timely manner. Perform a variety of highly complex and specialized duties related to payroll accounting, retirement reporting, and payroll tax reporting to ensure regulatory compliance with applicable laws, rules, regulations, and standards. Administers current and long-term planning activities and provides support to the Vice President of Human Resources.

REPRESENTATIVES DUTIES:

- Plan and direct the activities of the District's payroll function to ensure timely and accurate payment of faculty and staff in accordance with District policies and procedures, state and federal requirements, and Fiscal Independence standards. (E)
- Participate in the development and implementation of goals, objectives, and priorities for the unit. Recommends and administers policies and procedures. (E)
- Develops and standardizes procedures and methods and continuously monitor effectiveness of procedures. (E)
- Conducts complex payroll calculations and performs various audit and verification procedures related to processing the District's payroll. (E)
- Monitor the withholding of employees' contribution of CalPERS(California Public Employees Retirement System) , CalSTRS(California State Teachers Retirement System), Social Security, Medicare, and federal and state taxes. (E)
- Creates, edits, reconciles, and uploads CalPERS and CalSTRS employee retirement reports and payments. (E)
- Oversee the compliance of the CalSTRS Cash Balance program, including reporting and submittal of funds. (E)
- Respond to verbal and written inquiries from employees regarding payments, tax withholding, retirement reporting, and other mandatory deductions. (E)
- Enforce wage and hour provisions and remain current on laws affecting payroll.
- Enforce levies, garnishments and other withholding orders (E)
- Administer and coordinate the preparation of reports as required by federal, state, and County Department of Education and District policy. (E)
- Oversee, reconcile, and conduct complex review and production of the W-2 Wage and Tax Statement returns. (E)
- Oversee and coordinate the payment and reconciliation of fringe benefits and retroactive pay adjustments. (E)
- Organize and conduct workshops on payroll rated matters.
- Manage department HR/Payroll data security access.
- Oversee the testing and compliance of upgrades to Banner software and other inhouse programs for regulatory reporting. (E)
- Interpret and explain payroll policies to employees. (E)
- Monitor the submission of payroll taxes for all regularly scheduled payroll and supplemental payroll schedules for state and federal liabilities. (E)

- Complete quarterly payment of SUI and LEC payments and reporting to federal and state agencies. (E)
- Perform monthly and quarterly reconciliation of federal and state payroll tax liabilities including research and resolution of discrepancies. (E)
- Complete submission of federal and state payroll tax returns to IRS and EDD. (E)
- Correspond with IRS, Employment Development Department, and retirement systems to exchange information and resolve issues. (E)
- Perform W-2 reconciliation to ensure all quarterly balances reconcile to the full year reporting. Audit year end records for accuracy, make corrections and adjustments as necessary. (E)
- Research and interpret federal and state payroll processing rules and regulations ensuring compliance of reporting payroll and payroll tax reporting laws and regulations. (E)
- Oversee and provide assistance to independent auditors during interim and annual district audit as well as audits by other regulatory agencies such as CalSTRS and CalPERS.
- Manages communication between payroll, accounting, and human resources to ensure payroll and deductions are processed correctly and in a timely manner.
- Monitor workflow assignments. (E)
- Performs other payroll related duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Business Management, Human Resources, Accounting or related field.
- 3 years experience in Payroll/Accounting or related field (preferably in an education environment).
- 3 years experience in supervisory/management capacity.

KNOWLEDGE OF:

- Payroll tax reporting and reconciliation.
- Accounting rules regarding chart of accounts specific to salary and benefits.
- Ellucian's Banner systems processes, interfaces and modules is extremely beneficial.
- Principles and practices of District payroll accounting, auditing, and reporting functions.
- California Public Employees Retirement System and California State Teachers Retirement system laws, procedures, and reporting requirements.

ABILITY TO:

- Effectively communicate verbally and in writing with IRS and Employment Development Department and other outside agencies regarding refunds, discrepancies, penalties, and regulations.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, assign, review, and evaluate the work of staff, train staff in work procedures.
- Review payroll and other documents for completeness and accuracy.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures of payroll processing, payroll tax processing, retirement processing and reporting.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

- Payroll Specialists and technicians, short-term hourly employees, student workers.

CONTACTS:

- State, federal and other outside agencies, co-workers, administrators, faculty, staff, students.

PHYSICAL ABILITIES:

- Requires the ability to exert some physical effort, such as walking, standing and light lifting; minimal dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

- Normal office environment.