

PAYROLL ANALYST

Grade 38

Summary

Under the general direction of the Payroll Manager and in addition to performing functions within the Payroll Technician classification, this position assists with preparing reports related to payroll, reconciliation of payroll accounts, payroll tax deposits, quarterly tax deposits, benefits, voluntary deductions and other payroll related tasks. Acts as a lead for other personnel assigned to the Payroll department.

Distinguishing Career Features

The Payroll Analyst required specialized knowledge of payroll transactions, knowledge of payroll-related computer programs built on relational databases, payroll posting procedures and general accounting data entry. This class is distinguished from the Payroll Technicians in that it has specialized subject matter expertise in payroll requiring additional levels of skills and training.

Essential Duties and Responsibilities

- Performs duties involved in the processing of the payroll. Inputs payroll information to a computer-aided database using data entry screens in a timely and accurate manner. Verifies payroll related computer input and output.
- Reviews timesheets and reconciles the totals and balances. Records changes in salaries, deductions, and other payroll information and submits changes that update master computer-aided accounting files. Verifies completeness of data. Creates reports as needed.
- Verifies and processes necessary payroll deduction for benefits and related items. Audits payroll deductions and earnings registers for reasonableness and accuracy.
- Prepares and reconciles vendor payments for employee deductions, submits requests to Accounts Payable and mails payments accordingly as directed.
- Assists Payroll Manager with reconciliation of payroll/benefit accounts, prepares and process journal entries accordingly.
- Researches, coordinates, and maintains payroll information and generates related reports as directed.
- Assists Payroll Manager with payroll tax deposits and quarterly taxes deposits.
- Computes and interprets miscellaneous forms of compensation and deductions. Prepares calculations for special payroll checks, computes and prepares necessary adjustments.

- Prepares a variety of payroll documents such as, but not limited to, edits and manual payments, hourly payrolls, federal withholding forms, retirement forms, adjustments, etc.
- Prepares and processes journal entries to make general ledger corrections and allocation to proper accounts and cost centers.
- Receives and processes statutory payroll actions such as fees and garnishments. Prepares forms and reports to external agencies and communications to affected employees. Facilitates related information as necessary.
- Audits time sheets or preliminary payroll lists to verify hours, rate of pay, and budget account number or monthly payroll. Audits or calculates balances of items such as sick leave, vacation, and personal leave, and ensures deductions are made accordingly. Verifies all transactions were posted to correct accounts and generates reports as needed.
- Distributes warrants, yearly W-2 forms and retirement system statements, sick leave registers and other payroll documents as necessary.
- Answers questions or concerns from employees requiring explanation of calculations, rules and regulations governing payroll processing. Provides employees with necessary forms and assists employees with questions regarding payroll procedures, tax shelters and voluntary deductions. Assists employees with miscellaneous questions and request.
- Interacts with Human Resources, Budgeting, academic division and other functions to assure all information regarding payroll adjustments, faculty load computations problems, employment status, and salary accounts are up to date and accurate. Attends meetings as directed.
- Submits payroll information to the County Office of Education for processing of checks and automatic deposits.
- Participates in the transition to new payroll systems and performs related tasks as necessary.
- Prepares payroll distributions for charging appropriate payroll costs to departments.
- Provides accounting data entry support to accounts payable, receivable, and general ledger.
- Learns and applies emerging technologies to perform duties in an efficient, organized, and timely manner.
- Maintains currency of knowledge and skills related to the duties and responsibilities
- Performs other related duties as assigned.

Qualifications

Knowledge and Skills

The position requires in-depth technical knowledge of the practices and terminology of payroll accounting practices, clerical and office procedures and methods, business mathematics and record keeping. Requires knowledge of the laws and regulations governing payroll. Requires experience working with spreadsheet programs and in-depth procedural knowledge of the data entry system for payroll and other fiscal information. Requires sufficient knowledge of labor and other contracts to properly interpret and calculate salaries. Requires sufficient human relations skills to convey technical concepts to others and to exercise sensitivity in difficult exchanges of information. Requires sufficient writing skills to document conversation, prepare memos, and prepare procedures. Payroll reporting and payment requirements of various State and Federal agencies and benefit providers. Principles and practices of auditing payroll documents. Techniques for providing a high level of customer services by effectively dealing with the public, vendors, students, and staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Abilities

Requires demonstrated ability and dexterity to enter data onto standardized formats within computerized data base programs using keyboards, basic keyboarding or 10 –key skills and calculators. Requires the ability to learn and apply laws, codes governing payroll and retirement in California higher education, as well as policies, procedures, and labor contracts used by the District. Must be able to prepare clear, complete and concise financial records and analyze payroll and accounting. Requires the ability to conduct technical research, complete complex arithmetic computations and prepare reports. Requires the ability to use a range of personal computer software such as spreadsheets, word processing, and databases. Requires the ability to extract data from databases and import into formats that produces reports. Requires the ability to ensure the confidentiality of private information. Requires the ability to maintain cooperative and products relationships with others. Review situations accurately and determine appropriate course of action using judgement according to established policies and procedures. Understand scope of authority in making independent decisions.

Physical Abilities

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires ambulatory ability to retrieve files and stand at a counter for customer service transactions. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

Education and Experience

The position requires an Associate's Degree in accounting, finance, business administration, or related field from a regionally accredited college, and five (5) years of experience in payroll, accounting, including the processing and preparation of employee payroll, and/or financial and accounting processing and recordkeeping. A Bachelor's degree from a regionally accredited college or university in accounting or a related field is desirable. Any combination of training and experience that would provide the required knowledge, skills, and abilities may apply.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed in an office environment with minimal exposure to health and safety considerations.

Board Approval: February 5, 2020