

<b>Position:</b> Payroll Supervisor <b>Department/Site:</b> W neor	<b>Position Number:</b>
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### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Controller. Exercises direct and general supervision over technical and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a supervisory-level classification that oversees District payroll and benefits activities. The incumbent organizes, oversees, and participates in day-to-day payroll processing, reporting, and record-keeping activities and required reporting in accordance with federal, state, and local laws, rules, and regulations. Successful performance of the work requires the use of independent judgment, initiative, and discretion within established guidelines. This class is distinguished from the Controller in that the latter is a management classification with responsibility for directing and overseeing all programs, projects, and functions related to accounting, budgeting, payroll, cash management, and risk management operations.

### **EXAMPLES OF TYPICAL FUNCTIONS** (Illustrative Only)

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.*



Principles and practices of auditing payroll documents.  
English usage, spelling, vocabulary, grammar, and punctuation.  
Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

**Ability to:**

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.  
Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.  
Deliver formal and influential presentations.  
Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.  
Assist in recommending, developing, implementing, and evaluating programs and services.  
Utilize data and assessment outcomes to make improvements for programs and services.  
Inspire and motivate others toward goal achievement.  
Counsel, direct, and facilitate professional development of employees.  
Develop and monitor budgets and effectively utilize resources.  
Effectively manage priorities in assigned operational unit.  
Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.  
Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.  
Recruit, select, supervise, and evaluate employees.  
Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, collective bargaining agreements, and procedures of accounting, payroll processing, employee record-keeping functions, and basic employee benefits processes.  
Perform the most complex payroll duties.  
Review payroll and other financial documents for completeness and accuracy.  
Establish and maintain a variety of filing, record-keeping, and tracking systems.  
Make accurate arithmetic, financial, and statistical computations.  
Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.  
Operate modern office equipment including computer equipment and specialized software applications programs.  
Use English effectively to communicate in person, over the telephone, and in writing.  
Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.  
Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

An associate's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and  
Two (2) years of payroll leadership experience.  
Experience in a payroll office in an institution of higher education and experience with complex integrated payroll enterprise application systems are highly desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a