

**Job Description/Title:** Payroll Analyst

**Approved, Bargaining Unit President:** Reclassification Committee 4/22/2014

**Approved, MPC Associate Dean, Human Resources:** 4/22/2014

**Board Approved:** 10/22/2014

## MONTEREY PENINSULA COLLEGE

### PAYROLL ANALYST

#### **JOB SUMMARY**

Under general direction, perform responsible and technical calculations in the coordination, preparation and maintenance of academic, classified and student payroll records. Receive limited supervision within a broad framework of standard District policies and procedures and governmental rules and regulations. Perform various duties relating to payroll; respond to inquiries; exercise good judgment and problem solving skills related to the college's payroll compensation policies and maintain permanent payroll records.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Review, interpret and implement laws and governmental regulations, collective bargaining agreements, district policies/procedures and administrative regulations as they apply to payroll matters.

Receive, interpret and process all employment contracts; consult with appropriate authorities to resolve discrepancies.

Prepare mathematical and/or statistical calculations of salary, deductions, leave adjustments, wage attachments and payroll adjustments.

Create, compile and update payroll data and spreadsheets.

Print, review and reconcile a variety of computer generated payroll reports.

Receive payroll documents and audit for completeness, accuracy and conformance to district policies and procedures; adhere to a wide variety of complex governmental rules and regulations; maintain detailed files pertaining to IRS, STRS, PERS, Tax Shelters, Workers' Compensation, etc.

Compile, audit, maintain and reconcile employee leave records such as: extended sick leave, vacation accruals, and other available leaves; provide annual and/or monthly leave balance reports to employees as required by the collective bargaining agreements.

Maintain payroll data and prepare reports, as required by the District.

Coordinate payroll deductions with various institutions including tax shelter annuities and/or payments to life insurance companies, wage garnishments, union affiliations, District Attorney, non-profit organizations, and others; ensure compliance with IRS regulations for each area.

Coordinate, monitor, maintain and ensure timeliness and regulatory compliance of payroll data related to employee benefits and programs such as life insurance, deferred compensation, worker compensation, PERS, STRS, union membership, sick leave, vacation and other types of leaves.

Compile and report to MCOE (Monterey County Office of Education), W-2 related statistical data such as gross and taxable earnings (FICA, SUI, SDI, Medicare, etc.), taxable employer provided benefits, retirement/pension plan contributions and other related reports.

Create, maintain and coordinate the approval process of annual work schedules for all part-time classified employees.

Analyze district payroll policy and procedures and assist in the planning, development and implementation of changes; review classified and certificated bargaining unit negotiated contracts as they relate to payroll issues.

Assist with district legal counsel, MCOE, state and federal authorities, STRS, PERS, as needed for implementation of confidential court settlements and/or adjustments to District policies, as related to Payroll.

Process confidential paperwork related to verification of employment for federal and state agencies and financial institutions.

Coordinate with a wide variety of other college departments to meet or alter timelines, procedures, and internal deadlines in order to adhere to employment contract language and to meet the MCOE deadlines. Act as a source of information regarding payroll related inquiries from staff, faculty, student employees and other agencies.

Report payroll expenditures to the controller through journal entries detailing the specific funding source.

Coordinate up to four payday operations per month; distribute pay; code/process automatic payroll deposits, route paychecks/timesheets to individuals, departments, or mail; research/make determination on pay related problems; hold checks as appropriate. Respond to/resolve questions regarding pay, timesheets, benefits, retirement, and other payroll related issues.

Provide information to employees (staff, faculty, student employees) in any/all departments on procedures to ensure that required documents reach payroll in an accurate/timely manner.

Assist Controller and Budget Analyst in analysis, identification, and correction of any payroll budget allocation discrepancy.

Attend payroll related meetings/workshops such as MCOE, STRS, (State Teachers Retirement System) and PERS (Public Employees Retirement System) workshops to maintain currency in payroll laws and procedures; implement alterations/changes in payroll procedures as needed.

Participate in budget development process with Controller, Budget Analyst, Human Resources, and other applicable departments.

Prepare Governing Board agenda items as related to payroll.

### **Other Functions**

Train and supervise temporary and/or student employees as directed.

Perform other related duties as assigned.

Participate on committees as required.

Assist with year end audit preparations.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. For example completion of two years of college level work in accounting and related fields, and three years of experience with bookkeeping, financial, statistical, payroll and retirement systems, or similar duties.

**Knowledge**

Knowledge of: basic principles, methods and practices of statistics, bookkeeping and financial record keeping; accounting methods and requirements of state, federal, county and college payroll systems and tax deductions; a variety of computer programs including spreadsheet and word processing applications as needed to fulfill the requirements of the job and current office practices.

**Abilities**

Ability to: understand and independently carry out complex oral and written instructions; learn, interpret and perform arithmetical calculations with speed and accuracy; analyze and solve problems connected to the computerized payroll system and other payroll related issues; research, interpret and apply federal, state and county laws and regulations, policies and procedures that impact payroll; use good judgment in recognizing the scope of authority as delegated; prioritize tasks and do several tasks simultaneously; analyze situations and make decisions on procedural matters without immediate supervision; analyze projects to meet deadlines; maintain the security and confidentiality of specified records and information; communicate effectively in both oral and written form; use appropriate and correct English grammar, spelling, and punctuation; schedule and organize work to meet strict deadlines with minimal supervision; operate office equipment including various computer programs; efficiently use a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

**PHYSICAL EFFORT/WORK ENVIRONMENT**

Light to moderate physical effort; occasional standing or walking; periodic handling of parcels or supplies up to 15 pounds; indoor work environment.