

COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER



EMPLOYMENT OPPORTUNITY FOR:
PAYROLL SUPERVISOR

FLSA: EXEMPT
521046/30

FILING DATES: OPEN – SEPTEMBER 9, 2016 / CLOSING – OCTOBER 10, 2016

	<u>Start</u>	<u>6 mos*</u>	<u>1 yr</u>	<u>2 yrs</u>	<u>3 yrs</u>	<u>4 yrs</u>	<u>5 yrs</u>
<u>SALARY:</u>	\$4202.41	\$4412.56	\$4633.14	\$4864.78	\$5108.08	\$5363.48	\$5631.60 per month
<u>HOURLY:</u>	\$24.250	\$25.460	\$26.730	\$28.070	\$29.470	\$30.940	\$32.490 per month *probation

DEFINITION

Plans, supervises, assesses and evaluates activities that ensure the timely preparation and maintenance of payrolls by coordinating the work of payroll technicians and department staff. Supervises maintenance of records and prepares reports related to payroll. Oversees and performs advanced technical accounting and record keeping activities involving preparation, processing and maintenance of the payroll. The position also provides complex administrative support to the Chief Business Officer.

CLASS CHARACTERISTICS

The Payroll Supervisor reports to the Chief Business Officer and is responsible for producing all payrolls and payroll accounting, training others, coordinating the tasks of payroll technicians, auditing, and making general ledger adjustments to computer-aided payroll systems.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right 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.

- Supervises and participates in the processing of all payrolls including computation and posting of employee time, subtraction of appropriate deductions, arranging for disbursements, and preparation of required reports.
- Assures payroll timelines are met, maintains payroll controls, and assures proper procedures, policies, rules, and regulations are applied to payroll activities. Checks payrolls for compliance with rules, regulations, and policies.
- Supervises and prepares regular and variable payrolls for eligible staff. Oversees and computes payroll deductions including those for retirement, union dues, tax-sheltered annuities, credit union, and withholding taxes.
- Provides leadership in the new and emerging technologies in support of student services.

- Leads, supervises, trains and evaluates assigned personnel. Certifies payroll for assigned personnel.
- Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.
- Responsible for insuring accuracy of print and online publications related to the area of responsibility.
- Audits and updates regular and supplemental payrolls adding new employees and calculating proper deductions; maintains current payroll records for all employees.
- Oversees and verifies balances on accounts such as tax-deferred annuities and retirement.
- Advises Administration and staff of tax law, contract, and procedural changes.
- Ensures accurate reporting of federal, state, and special payroll taxes and fund contributions.
- Prepares retirement and withdrawal forms and reports for retirement systems.
- Reviews, processes, and monitors worker compensation reimbursement claims. Forwards information and documents to outside agencies and providers.
- Ensures that payroll records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions.
- Supervises, analyzes, and processes accounts payable and receivable documents relating to payroll, insurance, and other benefits. Oversees, reconciles, prepares, and disburses payments for employee benefit plan elements.
- Maintains absence and sick leave records for all employees and prepares and distributes sick leave balance forms for each classified employee. Prepares a variety of reports.
- Provides information and interpretations to employees concerning salaries, deductions, and payroll policies.
- Oversees and verifies and processes payments to tax sheltered annuity and insurance companies and credit unions, and prepares periodic reports of disbursements.
- Responds to and refers requests for payroll adjustments for garnishments and other forms of salary reduction to the County Office of Education.
- Coordinates and participates in activities connected with the conversion, development, and maintenance of automated payroll systems.
- Prepares and maintains appropriate payroll accounting adjustments involving posting journal entries and transfers, and balancing to general ledger.
- Develops and monitors budgets and maximizes financial resources.
- Participates on and chairs committees, task forces, and special assignments.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.
- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The position requires professional knowledge of:

- Laws, regulations, and procedures that govern automated and manual payroll accounting and payroll processing.
- Development, maintenance and administration of a budget.
- Philosophy and objectives of the community college.
- Principles of functional leadership, training and performance evaluation.
- Pertinent federal and state laws and regulations.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.
- Laws, regulations, and procedures that govern automated and manual payroll accounting and payroll processing.
- Accounting procedures used in education, special funds, and general ledger record keeping.

- Generally accepted accounting standards and controls for payroll.
- District's automated financial, payroll, and administrative systems, relational databases, and systems used by local oversight agencies.
- Converting data from multiple formats.
- Labor contract provisions affecting payroll.
- Retirement systems used in education and the public sector.

The position requires demonstrated skills in:

- Developing assessment, processes that enhance success and outcomes.
- Strategic planning in organization and management practices as applied to the analysis and evaluation of programs, policies and administrative needs.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.
- Human relations/interpersonal skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.
- Math to perform complex payroll calculations and conversions

ABILITY TO:

- Learn, interpret, and ensure compliance with state and federal laws, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, and staff cohesiveness and for the core values of the institution.
- Develop controls for, and to maintain accurate payroll records and prepare accurate tax returns.
- Prepare clear, complete and concise financial records and analyze payroll and accounting data and prepare financial statements pertaining to the area of specialization.
- Learn the District's chart of accounts.
- Conduct technical research, complete complex arithmetic computations, and prepare reports.
- Use a range of personal computer software such as spreadsheets, word processing, and databases.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Requires a bachelor's degree in business or accounting and three years of experience in payroll accounting, audit, and/or accounts payable processing. Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

Licenses and Other Requirements:

Valid California driver's License

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Work is performed indoors where minimal safety considerations exist.

PRE-EMPLOYMENT REQUIREMENTS/CLEARANCES

- Criminal Justice Fingerprints.
- Tuberculosis screening.
- District pre-placement drug testing at District expense.

APPLICATION PROCEDURE:

To ensure full consideration, qualified candidates must submit:

- Compton Community College District Classified Application **Online**
- Upload the following documents:
 - Cover Letter (Letter of introduction highlighting your education and experience.)
 - Resume.
 - Copies of pertinent transcript(s). Multiple page transcripts must be uploaded as ONE pdf document. (Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>)

*Please Note: Documents uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

ALL APPLICATIONS MATERIALS MUST BE SUBMITTED ONLINE AT:

www.district.compton.edu/administration/human-resources

REASONABLE ACCOMMODATIONS:

Any individual with a disability, who requires reasonable accommodation, may request assistance by contacting the Human Resources Office at (310) 900-1600 extension 2144, or completing form PC1105, a minimum of five (5) working days prior to closing date for this position.

Selection Procedure:

- Applications will be screened to determine which applicants meet the minimum qualifications as stated in the job announcement.
- Applicants who meet the basic qualifications and who are also deemed to possess the highest degree of desirable qualifications will be invited to the college at their own expense. During the campus visit, each applicant will be tested and/or interviewed.
- The selection procedure will consist of an Examination (weight of 50% of total score) and Qualification Appraisal Interview (weight of 50% of total score).
- The Examination will be evaluated as part of the Interview.
- Examinations may consist of a written or performance test, an evaluation of training and experience, an oral examination or interview, or other tests determined by the Personnel Commission.

EMPLOYMENT INFORMATION:

To be considered in the initial committee review, all materials requested in this vacancy notice must be received no later than the filing deadline. Applicants wishing to apply for more than one position must submit separate materials for each position. The District does not return materials submitted in application for a position. (Copies of original documents are acceptable.) SUBMISSION OF THESE MATERIALS IS THE APPLICANT’S RESPONSIBILITY.

During the interview, consideration will be given to factors in addition to education and experience, including but not limited to professional development, ability to work with others, and commitment to meet student needs.

The District reserves the right to contact the current or most recent employer and to investigate past employment records of applicants selected for interview.

Applicants who are eliminated from consideration will be notified by letter or email. Candidates should not expect official notification of the status of their candidacy until the Special Trustee has acted upon the District’s recommendation for employment.

The District reserves the right to extend the deadline, re-advertise the position, or to delay indefinitely filling this position if it is deemed that applicants for the position do not constitute an adequate applicant pool. Staffing of this position is contingent upon the availability of funding.

ABOUT THE DISTRICT

El Camino Community College District became the partner district to Compton Community College District in August of 2006. Under the agreement with El Camino College, the El Camino College Compton Community Educational Center provides accredited instructional and student support services to our students with and on behalf of the Compton Community College District.

The 83-acre campus is located on Artesia Boulevard, just north of the Artesia freeway and west of the Long Beach freeway. The Compton Community College District continues to serve the communities of Compton, Lynwood, Paramount and Willowbrook, as well as portions of Athens, Bellflower, Carson, Downey, Dominguez, Lakewood, Long Beach and South Gate. The District has been a viable part of the community since 1927.

The Compton Center is a welcoming, learning community in which the campus as a whole collaborates to serve and assist students in pursuit of their respective goals. It serves as an integrated cultural Mecca, and functions in a unified fashion so that all current and prospective students receive consistent messages regarding the importance of learning and our commitment to assist them in achieving their learning objectives.

Compton is “The Place to Be!” We will continue to serve our community with the goal of giving all students the education and skills needed to succeed in our global economy.

MISSION STATEMENT: The Compton Community College District is dedicated to providing the residents of its service region with diverse educational, career and cultural opportunities. The District is committed to offering a comprehensive curriculum in a safe, friendly and accessible environment that prepares students to achieve their personal professional goals.

THE COMPTON COMMUNITY COLLEGE DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. Compton Community College District is an Equal Opportunity/Affirmative Action employer and does not discriminate in employment on the basis of sex, sexual orientation, race, color, religious creed, marital status, denial of Family & Medical Care Leave, national origin (including language limitations), ancestry, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation, or other protected classes, or obligations to the National Guard or Reserve Forces of the United States. For specific details on this policy, please contact Rachelle Sasser, EEO Compliance Officer, at (310) 900-1600, extension 2400.

IMPORTANT NOTICE

To be included in the initial screening, application materials must be received no later than 3:00 p.m. on the closing date.