

Assist auditors with employee compensation information and other payroll data as required.

Provide retirement information for PERS / STRS as required; maintain and provide information regarding costs for optional retirement programs and incentives; provide information and documentation of other payroll related costs.

Attend payroll and STRS/PERS retirement training to maintain currency and proficiency in field.

Perform related duties as assigned.

- x Applicable laws, regulations, policies and procedures regarding payroll processing
 - x Preparation, maintenance, verification and processing of payroll records.
 - x State, County, and District payroll policies and procedures related to classified, faculty and student employment.
 - x Laws and regulations governing tax deductions, and voluntary payroll deductions.
 - x STRS and PERS regulations.
 - x Payroll related clauses of collective bargaining agreements.
 - x Oral and written communication skills.
 - x Modern office practices, procedures and equipment.
 - x Operation of computer equipment and standard office machines.
 - x Principles and practices of training and work direction.
 - x District organization, operations, policies and objectives.
-
- x Comprehend and use electronic database systems to set up payroll /deduction rules.
 - x To prepare accurate payroll information reports.
 - x Plan, organize, and effectively process accurate payrolls.
 - x Calculate and adjust payroll deductions and payments.
 - x Explain payroll and deduction procedures to employees and retirees.
 - x Research and resolve payroll questions and issues.
 - x Make complex mathematical calculations related to payroll.
 - x Operate office equipment including computer, complex databases, calculator, copier, etc..
 - x Provide direction, guidance and training in a lead capacity.
 - x Communicate effectively both orally and in writing.
 - x Read, interpret, apply and explain rules, regulations, policies and procedures.
 - x Establish and maintain cooperative and effective working relationships with others.
 - x Analyze situations accurately and adopt an effective course of action.
 - x Work independently with little direction.

Any combination equivalent to an Associate's degree in accounting, finance, or a closely related field and two years of payroll experience.

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage d (i