Employment Opportunity

Payroll Services Manager
(ADM13-08)

College Web Address:  www.cabrillo.edu

Initial screening of applications will begin on Wednesday, October 9, 2013; however, applications will be accepted until the position is filled.

About the Position:
Under direction of the Director of Business Services, the Payroll Services Manager manages and organizes District payroll functions, including payroll preparation, payroll reconciliation, taxes, accounting reporting, preparation and auditing of mandated health benefits and supervises and evaluates assigned business office and payroll staff.

Position Duties and Responsibilities:
• Directs and manages all payroll processes and related obligations of the District Payroll department in compliance with labor agreements, legal requirements and relevant District policy and procedures
• Oversees the preparation of monthly payrolls for district employees, the retiree benefit payroll and any retroactive pay adjustments; reviews payroll control reports and approves payroll transmissions
• Hires, trains, supervises and evaluates assigned staff; provides direction and work guidance to assigned staff; reviews assignments, work products and results; establishes and monitors timelines and prioritizes work; provides feedback, training and developmental support as needed
• Supervises the maintenance of District payroll records and reports as required by federal, state, local, and District policy including meeting STRS and PERS requirements; compiles information and calculations for W-2 reporting; sorts and distributes W-2 forms at year end; calculates and processes W-2 corrections, prepares W-2c and W-3c
• Monitors and audits the accuracy and integrity of all payrolls, benefit health cost premiums, mandated benefit costs and balances the general ledger
• Provides technical direction to support staff conducting various payroll activities; investigates and resolves complex or unusual payroll problems, which may require specialized research or analysis
• Oversees quarterly and year-end balancing and auditing processes; ensures payment of payroll taxes, withheld wages, and preparation of federal and state tax returns
• Works closely with the Information Technology (IT) department to identify and resolve system issues and to implement and maintain system applications, which ensures that payroll and time reporting meet STRS, PERS, local, federal, state laws, collective bargaining agreements, and district policies and procedures
• Maximizes technology functionality to ensure system is fully optimized; recommends payroll system enhancements/modifications to comply with laws, regulations, tax requirements, reporting procedures, accounting policies, labor union agreements, and organizational needs
• Confers with Human Resources, IT staff and external agencies including auditors, state retirement agencies, health benefit agencies, consultants, and federal and state agencies
• Enters and retrieves data and prepares reports, correspondence and other written materials using various computer software such as, email, word processing, spreadsheets, and databases
• Ensures timely report transmittals and payment to PERS and STRS retirement systems regarding employee resignations, retirements, and agency requirements
• Develops, recommends and revises payroll policies and procedures in accordance with laws, regulations and policies
• Oversees billing and invoicing processes for health, dental, and other employee benefits
• Reviews and makes recommendations concerning proposed legislation and policy issues; analyzes proposed legislation affecting payroll issues to ensure District payroll procedures are in compliance
• Attends and participates in various meetings; serves on committees and acts as a liaison to District staff and outside agencies on payroll related issues
• Develops, implements, and administers a variety of special projects
• Performs related duties as required or assigned

**Education and Experience:**
A Bachelor’s degree from an accredited four-year college or university with major coursework in accounting, finance, business, public administration or a related field and four years of increasingly responsible professional level administrative experience, including two years in payroll, which has provided the knowledge and abilities outlined below:

**Knowledge of:**
- Regulations, policies, and standards governing payroll and benefit processes
- Federal, state, and local reporting requirements relating to payroll processes including FLSA, California Education Code, STRS, PERS, and other programs and laws related to payroll records and benefit programs
- Principles, methods, and effective techniques of supervision
- Computer technology and various software programs including email, word processing, spreadsheets and databases including computerized payroll/accounting systems, which support payroll planning, reporting, and processing
- Practices and principles of financial and statistical recordkeeping
- Effective verbal and written communication skills
- Effective interpersonal skills using diplomacy, patience, and courtesy

**Ability to:**
- Effectively manage and oversee complex payroll processes
- Plan and coordinate work in a dynamic deadline-driven environment; develop strategies to address competing priorities
- Make mathematical calculations quickly and accurately; reconcile differences
- Hire, train, and evaluate the work of others
- Analyze complex problems, evaluate alternatives and make appropriate recommendations and solutions
- Prepare concise, clear reports using a variety of software such as email, word processing, spreadsheet, and databases
- Develop and implement improved practices and procedures
- Ensure timely completion of assigned tasks in compliance with labor agreements, legal requirements and District policy
- Evaluate processes and implement changes to establish and maintain fiscal accountability and fundamental internal controls
- Communicate effectively both orally and in writing and work effectively in a diverse environment; utilize effective interpersonal skills to facilitate meetings and communicate payroll information across all segments of the college
- Establish and maintain cooperative working relationships with those contacted in the course of performing duties; sensitivity and understanding of diversity in the workplace and educational environment
- Maintain strict confidentiality at all times and handle sensitive information discretely

**Other Requirements:**
- Previous supervisory experience
- Must be willing to work evenings and weekends

**Desirable:**
- Knowledge of laws and regulations applicable to community college payroll operations
- Knowledge of Colleague integrated Human Resources/Payroll software system
- Experience working in a labor union environment
Salary:
Current eight-step salary schedule ranges from $72,405 to $101,880 per year. Full time (225-day) management assignment, 12 months per year, Monday through Friday, with evenings and/or weekends as needed. Classified administrators are required to join the Public Employees’ Retirement System (PERS) and as such must contribute 7% of their monthly salary to PERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

Cabrillo College currently provides a benefit stipend contribution for medical, dental, life and long-term disability insurance for employees and eligible dependents.

How to Apply:
Application forms may be obtained through the Human Resources web site:
http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
OR FAX to: (831) 477-3545

*EACH APPLICANT MUST SUBMIT:
  a) Completed and signed Cabrillo College administrative personnel employment application
  b) Resume – job related
  c) Three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
  d) Criminal History Inquiry Supplemental to Application
  e) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.)
  - Transcripts from all colleges attended (copies are acceptable) or official proof of request for transcripts, to demonstrate the qualification re: college coursework listed in this announcement. If selected it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be requested
  f) A brief (not to exceed two pages) clearly identified and separately attached statement, describing your training and experience in the following areas:
     - Payroll operations
     - Integrated human resources/payroll software systems
     - Supervisory experience related to overseeing business and/or payroll staff

* If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure:
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline:
Initial screening of applications will begin on Wednesday, October 9, 2013. All completed applications received by this date will receive a full screening. However, applications will be accepted until the position is filled. (Email transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflects the rich diversity and cultural heritage of the college district and its student body.