



Job Description

Title: Assistant Payroll Manager	Full-Time (37.5** Hours/Week), Exempt
Campus: San Francisco	Draft/Revision Date: August 1, 2018
Resume Contact: Lina Bilasano, Payroll Manager Email: lbilasano@cca.edu Phone: 415-703-9590	

Position Summary

Under the supervision of the Payroll Manager, performs a variety of payroll-related duties for faculty, staff and student workers (1,700+ employees). The Assistant Payroll Manager acts as primary backup for the Payroll Manager and assists with all aspects of processing the College’s payroll.

Reports To

Payroll Manager

Department

Business Office

Main Responsibilities

The Assistant Payroll Manager acts as the primary backup for the Payroll Manager. Responsibilities include oversight of the Workday payroll system, ensuring the accuracy of payroll entries; posting of various payroll accounting journals; and the performance of benefits reconciliations. Works in close association with the Human Resources department on payroll- and benefits-related matters. Strong communication and communication skills; and attention to detail are all musts.

Job Function(s)

Reviews and ensures accurate and timely processing of hourly timesheets, garnishments, leave of absence, and other payroll data input. Processes manual checks, payroll advance requests & payroll adjustments. Records accounting entries for disbursements of net payroll; payroll taxes; garnishments; and flexible spending & commuter spending claim payments. Assists Payroll Manager in troubleshooting system functionality issues and testing system enhancements.	60% of time Responsibilities
Reconciles carrier billings for health insurance and other benefits; prepares invoices for payment by accounts payable. Reconciles and prepares remittances of union membership dues. Prepares semi-monthly remittances for TIAA retirement plan contributions.	20% of time Responsibilities



Reviews quarterly state and federal tax returns prepared by outside payroll service for accuracy. Assists Payroll Manager with W-2 preparation and other year-end tasks. Assists in preparation of faculty salary and staff vacation accruals at fiscal year-end.	10% of time Responsibilities
Provides assistance and information to employees regarding payroll-related matters. Responds to requests for information needed for various salary surveys. Performs additional duties as assigned.	10% of time Responsibilities

Minimum Qualifications:

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

All qualifications must comply with state and federal guidelines against discrimination of applicants.

Qualifications include:

- *Bachelor’s degree; 3-5 years of payroll processing experience*
- *Experience preparing payroll in a fast-paced, higher-education or not-for-profit environment highly desired.*
- *Knowledge of federal, state and local payroll regulations*
- *Knowledge of computerized payroll systems is required; prior experience with Workday HCM & payroll strongly preferred*
- *Proficiency with Microsoft Office suite (Excel and Word)*
- *Prior experience processing union and non-union payroll a plus*
- *Effective team player with strong interpersonal skills, maintaining a professional demeanor, and understanding the pressures and priorities which may be affecting other team members.*
- *Effective written and oral communications a must*
- *CPP designation desired*

Competencies:
Excellent organization and customer service skills, attention to detail, and demonstrated ability to simultaneously manage multiple deadlines. Knowledge of general ledger and accounting practices preferred.

Working Conditions:

If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, etc. Should also state, if working in a climate controlled



office setting. Also include hours required of the position, and if temporary the potential length of the assignment.

Physical Requirements:

If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks including typing, or a setting where the incumbent is mainly sitting.

Compensation Band/Hourly Rate Range: