PALO VERDE COMMUNITY COLLEGE DISTRICT

PAYROLL/BENEFITS MANAGER

NATURE OF THE POSITION:

Under the direction of the Director of Human Resources or designee, the Payroll/Benefits Manager shall perform the following duties:

ACCOUNTABILITY OBJECTIVES:

1. Perform functions pertaining to payroll for all employees including verification of eligibility and release of payroll warrants and various payroll documents for a minimum of 100 employees.
2. Receive, review and verify payroll documents and reports for accuracy and adherence to legal mandates, policies and operational guidelines.
3. Prepare and coordinate the preparation of information and data requested for administrative review including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other operational details.
4. Prepare any adjustments to payroll in a timely manner, (i.e. overtime, salary changes, CTLC's, etc.)
5. Maintain Health & Welfare mapping system between the District, County and all vendors systems.
6. Process monthly billing statements for employee Health & Welfare benefits.
7. Maintain District, Brokers and County Health & Welfare employee database systems: enrollment and terminations, update for changes in status: births, deaths, marriage, divorce, dependent student status.
8. Conduct employee's dependent audits.
9. Plan, organize, and coordinate the workers compensation program and serve as a liaison to the program claim administrator.
10. Investigate, monitor and audit industrial illness and injury situations, and provide evaluative reports.
11. Answer questions and resolve problems relating to employee Health and Welfare benefits; provide COBRA information and notifications; coordinate District benefits open enrollment period, providing assistance to faculty, staff, administrators, Board members and retirees regarding the open enrollment process and various plans available; review documents for accuracy and completeness.
12. Track and process monthly payments for retirees' medical and dental benefits and keeps retirees informed of their status.
13. Coordinate the voluntary deduction programs; provide information and distributes and collects forms from employees; prepares and maintains employee deduction files; submits employee changes to information systems; audits and verifies employee changes against payroll registers and makes changes as needed; maintains Section 125 plan files and records deductions; reconciles carrier invoices to payroll deduction reports; prepares and submits invoices and sends checks to vendors.

14. Coordinate the tax sheltered annuity (TSA) program; creates and maintains TSA files, records and forms; answers questions regarding annuities from employees and vendors and resolves problems as needed; prepare employee voluntary deduction files and inputs into district systems; audits and makes changes as needed; posts monthly TSA changes and reconciles vendor amounts against TSA payroll register; sends checks to vendors; performs uploads and downloads of confidential information between County System and Third Party Administrator and District.
15. Assist with budget planning, year-end closing and expenditure control procedures.
16. Process a variety of documents pertaining to payroll transactions, including payroll registers, voluntary deductions, employee status reports, insurance detail and a variety of other documentation.
17. Process all requests and inquires from the Employment Development Department, including DE34's for new hires; unemployment requests; SDI payments.
18. Act as liaison between the District and Third Party Administrators for: TSA's, Health & Welfare, SDI, Worker's Comp, and Disability/Rehabilitation, Property and Liability and Risk Management.
19. Coordinate the property and liability insurance and risk management programs.
20. Independently or in accordance with general instructions, composes correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures.
21. Assist with collection of enrollment fees, tuition fees, ASB fees and other related fees.
22. Assist with and maintain a variety of records and files that may include student, personnel, budget, expenditure, payroll and other related records and files.
23. Maintain records for all employee leave, (vacation, sick leave, comp time, etc…)
24. Coordinate employee leave programs with FMLA and disability programs.
25. Receives, transmits and delivers messages and faxes.
26. Input various materials into County Computer System and the district database system
27. Utilize modern office equipment, including micro-computers, computer terminals and related application software.
28. Interpret policies, regulations, and operational procedures to those persons contacting the administrator's office either by telephone or personal visitation.
29. Performs other duties as required by the Director of Human Resources or designee.

REQUIRED QUALIFICATIONS:

1. A.A. or A.S. with emphasis on Accounting/Business and/or five (5) years work experience in payroll/accounting.
2. Ability to communicate effectively both oral and written. (English usage, spelling grammar, and report formatting.)
3. Skillfully operate computer terminal and other standard business related equipment.
4. Ability to establish and maintain cooperative working relationships.
5. Ability to type at 50 WPM.
6. Ability to operate a 10-key calculator by touch.
7. Ability to pass the Clerical Skills Tests.
8. Physical ability to work effectively in an environment which is typical of this position.

Classification:
Full-time Management/Confidential employee;
12 month full-time position (40 hours per week);
Classification 3 of the Classified Management/Confidential Salary Schedule.

Confidentiality:
Without exception, all employees are required to maintain confidentiality of all information and this position will routinely deal with confidential information and matters.