

SUPERVISOR, PAYROLL

DEFINITION:

Under general direction, plans, supervises, assesses, and evaluates activities that ensure the timely and accurate preparation of the District payroll. Coordinates the work of payroll staff and ensures compliance with federal, state, and local laws, collective bargaining agreements, and District policies. Supervises payroll records and prepares reports related to employee compensation, benefits, and retirement systems. Oversees and performs advanced technical payroll functions and record-keeping activities. Provides complex administrative support to the Director of Fiscal Services.

DISTINGUISHING CHARACTERISTICS:

This position independently performs the full range of payroll supervision and related functions. It is responsible for leading and training payroll staff, managing payroll system functions, ensuring compliance with laws and labor agreements, auditing payroll records, reconciling payroll data, and recommending process improvements.

ESSENTIAL DUTIES:

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Assist Gavilan College in ensuring equity in compensation and payroll processes that contribute to institutional goals for student success and workforce equity.
- Supervises and participates in the preparation, calculation, and distribution of regular, supplemental, and special payrolls.
- Ensures compliance with applicable payroll laws and regulations, collective bargaining agreements, District policies, and reporting requirements (e.g., IRS, EDD, CalPERS, CalSTRS).
- Maintains payroll timelines, deadlines, and ensures compliance with internal controls and accounting practices.
- Provides leadership in the use of new and emerging payroll and ERP technologies.
- Leads, supervises, trains, and evaluates assigned payroll personnel.
- Apply the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures.
- Ensures the accurate preparation and distribution of W-2s, 1095s, retirement reports, tax filings, and other required documents.
- Oversee the reconciliation of payroll-related deductions, tax withholdings, benefit contributions, and retirement systems.

- Audits, analyzes, and verifies payroll records for accuracy; ensures corrections are made as needed.
- Provides information and interpretation to employees and managers regarding payroll matters, labor contracts, and benefit deductions.
- Leads and coordinates activities connected with the conversion, development, and maintenance of payroll systems and records.
- Works collaboratively with Human Resources, Fiscal Services, and IT to ensure payroll data accuracy and integration.
- Participates in the development and implementation of internal controls, policies, and procedures to ensure the integrity of payroll operations.
- Develops payroll schedules, deadlines, calendars, and reporting tools.
- 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.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Applicable college policies; federal, state and education codes, labor and tax laws, and retirement regulations related to payroll.
- Payroll processing systems, general accounting and payroll record-keeping practices.
- Standard office equipment including calculators, computers, and copiers.
- ERP systems and software used in payroll and reporting processes.
- Payroll audit and reconciliation practices.

Skills and Abilities:

- Deep understanding of federal, state, and local payroll, tax, labor, and retirement laws (especially California).
- Strong analytical, problem-solving, and organizational skills with keen attention to detail.
- Excellent interpersonal, verbal, and written communication skills.
- Leadership experience: ability to train, motivate, and develop staff.
- Ability to work well across departments (HR, Benefits, Accounting, IT).
- Capability to handle multiple priorities, meet deadlines, and manage complex tasks.
- High degree of integrity, confidentiality, and professionalism.
- Proficiency in Microsoft Office (especially Excel) and ability to design reports, queries, and data analysis.
- Familiarity with data interfaces, payroll feeds, and system integration is a plus.

Desirable Qualifications:

- Experience in a California Community College or other public educational institution.

- Prior experience with Gavilan's ERP/payroll system (Banner).
- Payroll certification (e.g. CPP, FPC) or relevant continuing education.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A Bachelor's degree or equivalent and completion of college-level coursework in accounting, business, or payroll-related fields, and five years' experience administering payroll functions in a complex organization. Experience in a California community college or public agency is desirable.

PHYSICAL CHARACTERISTICS:

The physical abilities involved in the performance of essential duties are the following:

The physical characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision sufficient to read computer screens, and handwritten and printed documents; manual dexterity to operate keyboards and manipulate papers; speech and hearing to obtain and relay information; bending and reaching to obtain or replace files and records. This work is performed indoors in a typical office environment.