

Payroll Assistant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=228726>

Downloaded On: May. 9, 2024 6:10am

Posted Jan. 11, 2024, set to expire May 12, 2024

Job Title	Payroll Assistant
Department	Payroll
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Jan. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Accounting & Finance
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/District-Services/Payroll-Assistant_REQ11854

Apply By Email

Job Description

Title:Payroll Assistant

Job Category:CSEA

Job Opening Date:January 03, 2024

Job Closing Date:January 26, 2024

Location:District Services

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Work Location:Mission Viejo, CA

Department:Payroll

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Rate Type:Monthly

Work Days:Monday - Friday

Work Hours:9:00am - 2:00pm (Schedule and Shift are subject to change in accordance with the department needs.)

Hours Per Week:25

Percentage of Employment:0.625%

Months of Employment:12 Months

Salary:Starting at \$3050 per month

Required Documents:

Cover Letter and Resume

Job Description:

C.S.E.A. Classified Bargaining Unit Salary Range 121

Application materials must be received by 11:59 PM on January 25, 2024

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Required Documents: Resume & Cover Letter

Applications missing the required documents will not be considered.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision from assigned manager or administrator, performs specialized and routine clerical duties in support of Payroll operations; provides clerical support related to time reporting and payroll records; responds to routine payroll inquiries and assists with resolving issues.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assists with reviewing payroll information submitted for completeness, accuracy, and appropriate documentation; verifies balances, entries, calculations, and postings recorded; reconciles discrepancies and contacts employees, supervisors, and staff for verification of information and data received.
- Assists with processing applications for emergency pay, lost warrant affidavit forms, and stale-dated warrants; distributes payroll warrants.
- Updates and maintains payroll records; codes, processes, records, and inputs data from a variety of sources into a computerized system to meet established payroll deadlines; inspects files, records, reports, and databases for valid input and output of data.
- Performs clerical accounting duties involved in payroll processing.
- Gathers, examines, and prepares information for subpoenas and other requests.
- Provides primary customer service for the Payroll Department; uses District, College, State, and Federal regulations, policies, codes, laws, and procedures to provide accurate information and services; answers questions, clarifies information, responds to requests, and assists with resolving problems; explains Payroll policies and procedures where judgment, knowledge, tact,

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and interpretation of policies and procedures is necessary; assists employees with navigating online portals utilized for Payroll related activities and information; maintains current knowledge and stays up to date on requirements and changes related to area of assignment; participates in the development of new/revised procedures to accommodate changes; maintains a working knowledge of standard operating procedures within the area of assignment.

- Performs clerical work; receives and distributes mail; identifies and refers matters to the administrator or manager in order of priority; orders office supplies and materials as directed; assures the timely receipt and storage of supplies and proper functioning of office equipment; prepares work orders, as necessary.
- Composes, prepares, completes, and maintains a variety of correspondence, documents, forms, and other materials; generates, prepares, monitors, maintains, and reviews reports; disseminates information as appropriate; verifies and reviews documents and reports for completeness, accuracy, and conformance with established regulations and procedures.
- Utilizes various computer applications and software packages including word processing, spreadsheet, and database programs; operates a variety of office equipment and machines; learns to use new technology as necessary to perform duties; utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; may assist with coordinating and arranging meetings.
- Establishes and maintains complex, interrelated filing systems including confidential files; collects, compiles, and records narrative, statistical, financial data, and other information; researches and verifies information as requested; utilizes and maintains electronic employee record retention system.
- Attends a variety of meetings, workshops, conferences, presentations, and training sessions as required; maintains compliance with mandatory trainings and certifications (i.e., FERPA, etc.) as directed by supervisor; attends and participates in diversity, equity and inclusion trainings and events.
- Abides by all confidentiality practices required by District, College, state, and federal policies, laws, rules, and regulations.
- Establishes and maintains cooperative working relationships with students, staff, and faculty, as well as various outside groups to ensure efficient, effective, and correct implementation of departmental objectives.
- Prioritizes work assignments and ensures work is completed in a timely manner.
- Maintains departmental area(s) in a safe, clean, and orderly environment; assures compliance with established safety procedures and regulations; refers unresolved problems to supervisor.
- Performs related duties as required.

QUALIFICATIONS

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The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Rules, regulations, laws, codes, policies, procedures, and practices related to payroll processing.
- Current office practices, procedures, methods, and computer equipment, software, and applications related to the work, including word processing, desktop publishing, spreadsheets, and databases.
- Principles and practices used to establish and maintain files and information retrieval systems; principles and practice of recordkeeping, and principles and procedures of business letter writing and report preparation.
- Techniques for providing a high level of customer service including methods and techniques of proper telephone etiquette.
- Effective written and oral communication skills including correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, diplomacy, patience, and courtesy.
- Basic mathematical concepts.
- Basic research methods and techniques.
- Work organization and basic office management principles and practices.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Techniques to facilitate effective interaction with people on an individual or group basis.
- Confidentiality requirements when dealing with personal and sensitive student information.
- Occupational hazards and standard safety policies and procedures.
- District and College organization, operations, policies, and objectives.

Ability to:

- Learn and understand the organization and operation of the Payroll department as necessary to assume assigned responsibilities; understand, explain, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances; work within the policies, functions, and requirements of area of assignment.
- Make arithmetical computations accurately.
- Detect and research discrepancies in data and records and take corrective action as necessary.
- Communicate clearly and concisely, both orally and in writing in English; use correct English usage, grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively.

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- Develop, maintain, and foster effective working relationships involving interactions and communications personally, by phone, and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis.
- Interact extensively with and respond to requests and inquiries from, faculty, staff, managers/administrators and outside agencies; effectively present information in person or on the telephone to students, staff, or the public; provide excellent customer service.
- Perform a variety of office support and clerical duties and activities of in support of the assigned area; operate office equipment including hardware, software, and devices supporting word processing, database management, and spreadsheets; type or enter data at a speed necessary for successful job performance; maintain accurate filing, record keeping, and tracking systems; apply excellent organization skills and attention to detail; compose and prepare correspondence and memoranda; maintain filing systems; prepare documentation, reports, and other written materials.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Work effectively under pressure with frequent interruptions and a high degree of public contact on a variety of tasks concurrently while meeting established deadlines and changing priorities; concentrate on detailed tasks for extended periods of time; work confidentially, independently, and collaboratively.
- Exercise good judgment, discretion, and personal initiative in resolving confidential, difficult, and sensitive situations, according to established policies and procedures; use sound judgment in recognizing scope of authority; maintain critical and sensitive information, records, and reports confidentially.
- Effectively utilize computer applications and equipment in the performance of duties; adapt to changing technologies and learn functionality of new equipment and systems.
- Report to work on a regular and consistent basis, as scheduled, to assigned job. Maintain the cleanliness, safety, and organization of assigned area; ensure adherence to safe work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.
- Participate in trainings and meetings on-site and off-site as required.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

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Equivalent to the completion of the twelfth grade supplemented by college-level coursework or specialized training in business administration, payroll, accounting, or related field.

Experience:

Two years of increasingly responsible secretarial and clerical experience preferably in an administrative office of a public agency or in an educational environment. Prior payroll experience is desirable.

License or Certificate:

Possession of a valid California driver's license may be necessary.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

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SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District

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Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

Report to work on a regular and consistent basis, as scheduled, to assigned job.

CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.

EEO/AA Policy

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In

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deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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