

FT Payroll Technician Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=255394>

Downloaded On: Apr. 5, 2025 3:59am

Posted Apr. 4, 2025, set to expire Apr. 25, 2025

Job Title	FT Payroll Technician
Department	Staff
Institution	Cerritos College Norwalk, California
Date Posted	Apr. 4, 2025
Application Deadline	04/25/2025
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other Administration - Human Resources
Apply Online Here	https://apptrkr.com/6122551
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Job Description	

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FT Payroll Technician

Salary: \$64,428.36 - \$77,426.52 Annually

Job Type: Full Time

Job Number: Payroll-Tec2025

Closing: 4/25/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: Payroll-Tec2025

Division:

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Business Services

Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on April 25, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Payroll Department at Cerritos College is committed to hiring employees who are creative, open to change and new methods; have a passion for continuous learning and self-improvement and are willing to promote the College's mission as a learning institution. Our department is looking for an employee who is detailed oriented, the ability to work in a team environment and manage multiple tasks and projects to meet deadlines.

Summary

Analyzes, prepares, and performs technical accounting and financial data entry and record keeping activities involving the preparation, processing and maintenance of the College's payroll for administrative, academic faculty, classified, hourly, and special payrolls.

Distinguishing Career Features

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The Payroll Technician requires specific training in the computation of a variety of technical/clerical payroll transactions, working knowledge of payroll-related computer programs built on relational databases, payroll posting procedures, and general accounting data entry.

Job Duties

Essential Duties and Responsibilities

- Performs clerical accounting duties involved in the processing of the payroll. Inputs payroll information to a computer-aided database using data entry screens. Verifies payroll related computer input and output.
- Reviews timesheets and reconciles the totals and balances. Records changes in salaries, deductions, and other payroll information and submits changes that update master computer-aided accounting files. Verifies completeness of data.
- Posts onto a computer-aided data entry format, payroll-related employee data in a timely and accurate manner. Verifies and processes necessary payroll deductions for benefits and related items. Audits payroll deductions and earnings registers for reasonableness and accuracy.
- Computes and interprets miscellaneous forms of compensation and deductions. Prepares calculations for special payroll checks, computes and prepares any necessary adjustments.
- Prepares a variety of payroll documents such as, but not limited to, edits to and manual payments, hourly payrolls, federal withholding forms, retirement forms, adjustments, etc.
- Prepares and processes journal entries to make general ledger corrections and allocations to proper accounts and cost centers.
- Receives and processes statutory payroll actions such as fees and garnishments. Prepares forms and reports to external agencies and communications to affected employees.
- Audits time sheets or preliminary payroll lists to verify hours, rate of pay, and budget account number or monthly payroll. Audits or calculates balances of items such as sick leave, vacation, and personal leave, and ensures deductions are made accordingly. Verifies all transactions were posted to correct accounts.
- Distributes warrants, yearly W-2 forms and retirement system statements, sick leave registers and other payroll documents as necessary.
- Answers questions or concerns from employees requiring explanation of calculations, rules and regulations governing payroll processing. Provides employees with necessary forms and assists employees with questions regarding payroll procedures, tax shelters and voluntary deductions. Assists employees with miscellaneous questions and requests.
- Interacts with Human Resources, Budgeting, academic divisions and other functions to assure all information regarding payroll adjustments, faculty load computations problems, employment status, and salary accounts are up to date and accurate.

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- Submits payroll information to the County Office of Education for processing of checks and automatic deposits.
- Prepares payroll distributions for charging appropriate payroll costs to departments.
- Provides accounting data entry support to accounts payable, receivable, and general ledger.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned

Minimum Qualifications

Education and Experience

The position requires completion of a high school diploma, or the equivalent, and 4 years experience in the maintenance of computerized payroll and financial records. Alternatively, the position may require two years of college, majoring in business or accounting, and 2 years of experience.

Supplemental Information

Knowledge and Skills

The position requires in-depth technical knowledge of the practices and terminology of payroll accounting practices, clerical and office procedures and methods, business mathematics and record keeping. Requires knowledge of the laws and regulations governing payroll. Requires working knowledge of spreadsheet programs and in-depth procedural knowledge of the data entry system for payroll and other fiscal information. Requires sufficient knowledge of labor and other contracts to properly interpret and calculate salaries. Requires sufficient human relations skills to convey technical concepts to others and to exercise sensitivity in difficult exchanges of information. Requires sufficient writing skills to document conversation, prepare memos, and prepare procedures.

Abilities

Requires demonstrated ability and dexterity to enter data onto standardized formats within computerized data base programs using keyboards, basic keyboarding or 10-key skills and calculators. Requires the ability to learn and apply laws, codes governing payroll and retirement in California higher education, as well as policies, procedures, and labor contracts used by the District. Must be able to prepare clear, complete and concise financial records and analyze payroll and accounting. Requires the ability to conduct technical research, complete complex arithmetic computations and prepare reports. Requires the ability to use a range of personal computer software such as spreadsheets, word processing, and databases. Requires the ability to extract data from databases and import into formats that produce reports. Requires the ability to ensure the confidentiality of private information. Requires

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the ability to maintain cooperative and productive relationships with others.

Physical Abilities

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires ambulatory ability to retrieve files and stand at a counter for customer service transactions. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

Required Documents

Resume/Curriculum Vitae

Cover letter

Copy of High School Diploma OR Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed in an office environment with minimal exposure to health and safety considerations.

Salary/Fringe Benefits

Grade 32 on District Classified Salary Schedule (\$5, 369.03 - \$6, 452.21/month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up

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regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a full-time, 12-calendar month classified position.

Hours of employment are: Monday thru Friday 8:00 am to 4:30 pm

Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

**** Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

Transcripts and Foreign Degrees

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

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To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4877767/ft-payroll-technician>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

Contact

Staff
Cerritos College

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