

**Payroll Technician**  
**Citrus Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=257126>

Downloaded On: May. 21, 2025 3:29am

Posted May 18, 2025, set to expire Jun. 16, 2025

**Job Title** Payroll Technician  
**Department** Fiscal Services - Payroll/Benefits  
**Institution** Citrus Community College  
Glendora, California

**Date Posted** May 18, 2025

**Application Deadline** 06/16/2025  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Human Resources  
Fiscal Services

**Apply Online Here** <https://apptrkr.com/6234411>

**Apply By Email**

**Job Description**

Payroll Technician

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**Recruitment Start Date** 05/16/2025

**Recruitment End Date** 06/16/2025

**Open Until Filled**

**First Consideration Date**

**Salary Range** 38

**Pay Rate** \$5,533.99 - \$7,416.07 per month / \$31.93 - \$ 42.79 an hour | Effective 7/1/25: \$5,644.71 - \$7,564.46 per month / \$32.57 - \$43.64 an hour

**FLSA Status** Non-Exempt

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### Benefits

#### Health & Wellness

- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

#### Work-Life Balance

- [19 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

#### Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- [Longevity Salary Increases](#)
- District paid employee post-retirement medical for those who qualify

### General Description/Summary

#### POSITION SUMMARY

Analyzes, prepares, and performs clerical and technical accounting, financial data entry and recordkeeping activities involving the preparation, processing and maintenance of the College's payroll for academic, classified, hourly, management, and special payrolls. Prepares reports for external

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agencies including tax and retirement reporting.

### **Minimum Qualifications/Education and Experience**

- An associate degree, or the completion of at least sixty (60) college-level semester units, and three years of payroll or finance experience or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, four years of payroll or finance experience.

### **Preferred Qualifications**

- Experience working in a K-12, community college, or university environment.
- Experience with Banner, Human Capital Management and/or Payroll systems and software.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

### **Licenses and Certificates**

### **Essential Duties and Responsibilities**

- Performs routine accounting duties involved in the processing of the payroll. Inputs and verifies payroll related computer input and output.
- Reviews timesheets and reconciles the totals and balances. Records changes in salaries, deductions, voluntary benefit deductions, and other payroll information, and submits changes that update master computer 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 payroll documents such as hourly payrolls, federal withholding forms, retirement forms, payroll adjustments, and related spreadsheets.
- Receives, analyzes, and processes statutory benefits adjustments. Prepares reports to billing 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

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leave, and ensures deductions are made accordingly. Verifies all transactions were posted to correct accounts.

- Creates and maintains calendars in the county payroll system.
- Attends trainings offered by the Los Angeles County Office of Education and participates in system implementations and upgrades when applicable.
- Learns the new HCM system and takes part in implementation tasks.
- Processes state and federal payroll tax deposits for each payroll cycle, including taxable fringe benefit items.
- Uploads financial and retirement data to local server and to third-party plan administrator for each payroll processed.
- Prepares and sends annual certifications to retirees receiving the retiree cash-in-lieu benefit. Processes annual cash-in-lieu payroll warrants.
- Prepares payroll documents such as hourly payrolls, federal withholding forms, retirement forms, payroll adjustments, and related spreadsheets including the preparation of payroll schedules for auditors.
- Receives, analyzes, and processes statutory benefits adjustments. Prepares reports to billing agencies and communications to affected employees.
- Distributes the monthly report of leave balances to each department as well as the annual accrual of vacation balances.
- 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 assist employees with questions regarding payroll procedures, tax shelters and voluntary deductions. Assists employees with miscellaneous questions and requests.
- Coordinates the enforcement of levies, garnishments, and other withholding orders with the Los Angeles County Office of Education.
- Provides documentation for unemployment and disability claims.
- Completes and files monthly Bureau of Labor Statistics Report.
- Interacts closely with Human Resources, Budgeting, and other functions to assure all information regarding payroll adjustments, problems, employment status, and salary accounts are up to date and accurate.
- Prepares employer information for court subpoenas. Responds to and sets up payroll adjustments for employee contributions, deductions, and other forms of salary reduction.
- Prepares payroll distributions for charging appropriate payroll costs to departments.
- Provides accounting data entry support to accounts payable, receivable, and general ledger.
- Identifies opportunities for improvement of payroll procedures to enhance efficiency and effectiveness

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of payroll operations.

- Prepares for review quarterly forms for employer's federal and state tax returns, unemployment insurance contribution return.
- Reconciles general ledger accounts and prepares and posts monthly and year-end journal entries.
- Performs other duties as assigned that support the overall objective of the position.

### **Knowledge, Skills and Abilities**

#### **Knowledge and Skills**

- 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 skill to convey technical concepts to others and to exercise patience in frustrating exchanges of information.
- Requires sufficient writing skill 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.
- Must be able to perform arithmetic operations quickly and accurately.
- Must be able to analyze and interpret compensation policies and procedures.

#### **Physical Abilities**

- Requires sufficient hand coordination to use a keyboard for routine typing and advanced data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment, visual acuity to recognize words and numbers, auditory ability to carry on conversations in person and over the phone.

#### **Working Condition**

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

#### **Department**

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**Job Category** Classified

**Assignment** Full-Time

**Percentage of Time** 100%

**Months per Year** 12 months

**Work Days per Week** M-F

**Work Schedule per Day** M-F 8:00 am - 5:00 pm

**Work Shift** Days

**Bargaining Unit** Classified

**Citrus College Diversity Statement**

**CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job

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you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

### About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

### Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed

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by the Superintendent/President.

- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

**Quick Link** <https://employment.citruscollege.edu/postings/1213>

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**Contact Information**

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

**Contact**

Fiscal Services - Payroll/Benefits  
Citrus Community College

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