

**District Payroll Manager**  
**State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=257249>

Downloaded On: May. 23, 2025 4:06am

Posted May 21, 2025, set to expire Jun. 18, 2025

**Job Title** District Payroll Manager  
**Department**  
**Institution** State Center Community College District  
Fresno, California

**Date Posted** May 21, 2025

**Application Deadline** 06/18/2025  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

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

**Apply Online Here** <https://apptrkr.com/6241456>

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**Job Description**

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**District Payroll Manager**

**Salary:** \$104,631.00 - \$128,683.00 Annually  
**Location:** SCCCD District Office - Fresno, CA  
**Job Type:** Permanent  
**Division:** DO Finance & Administration  
**Job Number:** 2025017  
**Closing:** 6/18/2025 11:59 PM Pacific

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### **General Purpose**

Under direction, plans, organizes and manages District payroll operations; coordinate, direct and participate in the development and auditing of payroll processes, reports and records; supervise payroll staff and oversee the day-to-day operation of the department ensuring timely and accurate processing; resolves payroll-related inquiries and issues; and provides technical guidance to managers, administrators, faculty and staff on payroll related financial matters; ensures compliance with state and federal regulations, policies and procedures and performs related duties as assigned.

### **Essential Duties & Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, manages, integrates and evaluates work of District Payroll staff; manages and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; contributes to the development of and monitors performance against the annual department budget; approves payroll-related purchases and other expenditures in accordance with District policies and procedures; makes presentations; prepares and maintains a variety of records and reports.
2. Manages the performance of assigned staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; assesses the impact and feasibility of implementing operational changes as they relate to payroll; makes recommendations, provides assistance, and participates in labor negotiations; responds to grievances; approves overtime/compensatory time; subject to concurrence by senior management and Human Resources, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Personnel Commission Rules, Administrative Regulations, Human Resources procedures and collective bargaining agreements; performs other activities relevant to supervision of assigned staff.
3. Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's and District's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
4. Interprets, applies and ensures payroll activities are in compliance with applicable laws, codes and regulations; remains current on applicable legislative decisions and developments.
5. Plans, organizes and manages District payroll operations including pay cycles, tax and retirement

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reporting, garnishment processing and reviews payroll journal entries to ensure conformance with generally accepted accounting principles and standards, applicable law and regulatory requirements, compliance requirements and sound internal control policies and procedures; ensures employee withholding are processed accurately and timely, audits and reconciles regular and supplemental payrolls for errors and makes appropriate adjustments; oversees the preparation of tax returns and a variety of financial and payroll reports including those for CalPERS, CalSTRS, EDD (Employment Development Department) and IRS (Internal Revenue System).

6. Develops, recommends and implements policies, procedures and systems to enhance the effectiveness of payroll accounting operations; establish and maintain electronic and formal records systems; establish payroll timelines and priorities; leads development of a Payroll Policies and Procedures manual and the creation of payroll forms.
7. Prepares for and coordinates payroll related financial and compliance audits; analyzes and prepares responses and recommendations regarding audit findings, comments and recommendations; responds to auditor requests for data and information.
8. Provides technical guidance to managers, administrators, faculty and staff on payroll matters; coordinates with internal partners districtwide to coordinate workflows for payroll related functions and communications.
9. Anticipates and plans for timing delays that may impact payroll due to changes in laws, bargaining contracts and cyclical patterns; oversees District timekeeping and leave records.
10. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

## **OTHER DUTIES**

1. Stays abreast of new trends and changes in the field of accounting and payroll management.
2. Represents the District on local and statewide professional organizations and committees.
3. Participates in shared governance through service on planning and/or operations committees and task forces.
4. Performs related duties as assigned.

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**Employment Standards / Minimum Qualifications**

**KNOWLEDGE, SKILLS AND ABILITIES**

*Knowledge of:*

1. Principles, practices and procedures of payroll management, including payroll processing, tax reporting, and compliance requirements, preferably in a community college environment.
2. Generally accepted accounting principles, Government Accounting Board standards and other standards and requirements applicable to payroll accounting in community colleges.
3. Principles, practices and procedures of payroll-related internal control and audit.
4. Principles and practices of public agency payroll budget development and management.
5. Federal, state, local and District laws, regulations and policies governing fiscal requirements of community colleges and educational institutions, including those related to categorical programs.
6. Federal, state, local and District laws, regulations and policies governing payroll requirements of community colleges and educational institutions and the provisions of District collective bargaining agreements.
7. District organization, functions, rules, policies and procedures applicable to payroll operations.
8. Principles and practices of sound business communication including proper English usage, grammar, spelling and punctuation.
9. Principles and practices of public administration, including budgeting, purchasing and maintaining public records.
10. Research methods and payroll financial analysis techniques.
11. Principles and practices of effective management and supervision.
12. Safety policies and safe work practices applicable to the work being performed.
13. Personnel Commission Rules, Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

*Skills and Abilities to:*

1. Plan, organize, manage, assign, delegate, review and evaluate the work of assigned payroll staff.
2. Analyze complex payroll and financial data and prepare reports, summary conclusions and recommendations in accordance with generally accepted accounting principles and legal requirements.
3. Read, interpret, explain and apply pertinent payroll-related laws, codes, rules, regulations, policies

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and accounting principles, including District and Board of Trustees policies.

4. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
5. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
6. Develop and implement appropriate procedures and controls.
7. Provide technical expertise and guidance to District management, administrators, faculty and staff regarding payroll processes, tax reporting, compliance and other financial matters.
8. Represent the District effectively in dealings with the State Chancellor's Office, other colleges and public agencies and outside auditors regarding payroll-related matters.
9. Prepare clear, concise and comprehensive financial and other correspondence, reports, studies and other written materials.
10. Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
11. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
12. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
13. Communicate effectively, both orally and in writing.
14. Understand and follow written and oral instructions.
15. Operate a computer and use standard business software.
16. Establish and maintain effective working relationships with all those encountered in the course of work.

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business administration or a related field, and at least five years of progressively responsible payroll experience, at least two years of which were in a supervisory or lead capacity; or an equivalent combination of training and experience. Experience in a California Community College District or a governmental agency is highly desirable.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands 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.

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**Physical Demands**

While performing the duties of this class, employees regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks; and interact with all levels of District managers and staff, staff and others encountered in the course of work, some of whom are dissatisfied, angry or abusive.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

**Assessment Process**

**APPLICATION SUBMISSION**

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

**ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.**

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and

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contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

### **APPLICATION REVIEW AND ASSESSMENTS**

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will also include an online oral interview assessment (65% weight) and a performance (written prompt) assessment (35% weight). Of those screened through, only the most qualified candidates, including ties, will be invited to the oral interview assessment and performance assessment. Passing score is 75% out of 100% on each assessment section..

INITIAL ASSESSMENT TENTATIVELY SCHEDULED AS FOLLOWS:

ORAL INTERVIEW & PERFORMANCE (WRITTEN PROMPT) ASSESSMENTS: JULY 8, 2025

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

### **ELIGIBILITY LIST**

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Districtwide Competitive List. Using the same process, a separate Districtwide Promotional List will be established and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies in this classification for for at least six months. **The current vacancy is at our District Office, located in downtown Fresno.**

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

### **ACCOMMODATIONS**

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later



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than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

**SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.**

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4946821/district-payroll-manager>

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### Contact Information

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

### Contact

N/A

State Center Community College District

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