

District Payroll Systems Specialist
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=269183>

Downloaded On: Dec. 8, 2025 1:36pm

Posted Dec. 8, 2025, set to expire Apr. 6, 2026

Job Title District Payroll Systems Specialist
Department
Institution South Orange County Community College District
Mission Viejo, California

Date Posted Dec. 8, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Information Technology
Human Resources
Fiscal Services

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5162385/district-payroll-systems-specialist>

Apply By Email

Job Description

SUMMARY DESCRIPTION

Under direction from the Payroll and Benefits Manager, leads, oversees, provides technical training, and participates in the more complex and difficult work of staff responsible for the preparation, processing, and auditing of District payroll; performs highly complex technical duties and responsibilities involving the preparation, processing, auditing, maintenance, and monitoring of payroll; provides guidance to Payroll Specialists; acts as the District payroll representative for requests of yearly tasks and maintenance of County payroll system by the County's retirement and compliance unit; assists in the development, implementation, and system administration of the District's central

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payroll system; provides technical expertise to District management and staff in the operation, capabilities, and enhancement of the District's automated payroll system; assists in the implementation of District payroll policies and procedures; and performs technical and complex accounting duties in the preparation, maintenance, and review of employee records, retirement accounts, and reports to ensure accuracy and conformance to established procedures.

DISTINGUISHING CHARACTERISTICS

The District Payroll Systems Specialist class is distinguished from other classes within the job family by the level of responsibility assumed and the complexity of duties assigned. Employees at this level are required to be fully trained in all policies and procedures related to assigned area of responsibility and possess extensive knowledge of the capabilities, system integration and operations, enhancements, and limitations of automated payroll systems. This class recognizes the greater breadth and depth of knowledge required to use, maintain, and provide support and direction to drivers of payroll data and users of the automated payroll system. Further, this class requires specialized subject matter expertise in the most complex technical payroll functions in order to provide technical training and lead direction to other payroll staff in the department and college staff.

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.

Assist the Payroll and Benefits Manager managing the day-to-day operation of the Department; lead, plan, train, and review the work of staff responsible for the preparation, processing, and auditing of District payroll; participate in performing the most complex work of the unit including implementation of District payroll policies and procedures as well as payroll system administration.

Provide technical training to assigned employees in their areas of work including payroll processing and auditing methods, procedures, and techniques; provide technical expertise to District management and staff in the operation and capabilities of the District's automated payroll system.

Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

Coordinate resources and resolve complex payroll system problems through research, analysis, and consultation with users, technical staff, and managers; maintain, verify, review, and monitor processing of payroll information; train and update managers and staff regarding system changes and

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requirements.

Perform specialized duties related to the District's automated payroll system and integrated systems; assess needs and analyze system capabilities; confer with computer programmers and other District and college technical staff regarding system enhancements; test and evaluate results and new features.

Provide technical assistance to District and college administrators in developing payroll documents and reports in the business system; recommend and assist in development of policies and procedures.

Assume responsibility for auditing and balancing wages reported for each payroll cycle for compliance rules, retirement reporting, and taxation for calendar/fiscal year closing; act as a liaison to County compliance, retirement, and campus Fiscal Offices and Offices of Instruction to resolve discrepancies and other issues; ensure the funds are reported properly to all respective agencies and employees.

Establish and maintain integrity of payroll and retirement records to ensure proper audit trail for all payroll, retirement, financial, and accounting transactions and for legal record retention purposes.

Investigate questions and complaints related to historical payroll data affecting retirement service.

Prepare ad-hoc reports; compile data out of multiple database systems; reconcile data for accuracy, assist staff and provide to management to ensure efficiency in processing.

Lead the year-end close of the payroll system; rollover new fiscal year data by coordinating calendars, workshops, and tasks with staff, both Human Resources Operations units, campus Offices of Instruction, and other various campus Offices.

Provide information to District and college management and staff regarding various payroll records, accounts, and programs; answer questions and resolve problems related to assigned program or payroll function.

Assist management staff in processing all voluntary payroll deductions and performing unemployment audits and verifications; assist staff in implementing deductions, annuities, and savings; provide confidential employment verifications and retirement information.

Implement necessary payroll decisions in the absence of management staff; inform management staff daily regarding staff and payroll processing issues.

Audit payroll information; process and balance all adjustments and deductions; ensure accuracy and

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completeness of time sheets, data records, and adjustment sheets; distribute, deposit, hold, or cancel checks as necessary.

Maintain an accurate payroll database for reporting including deductions and employee contract items regarding vacation, sick leave, and long term disability; respond to requests and inquiries for information from employees.

Compile and calculate voluntary and individual deduction changes; input information into computer system based on employee classification timelines; calculate and apply inflation adjustments for workers compensation cases as necessary.

Generate and submit County reports regarding yearly work calendars, required number of work days, scheduled holidays, sabbaticals, and reduced workload contracts for teachers, counselors, administrators, and classified staff.

Prepare and maintain accurate and up-to-date reports and records on assigned activities; ensure compliance with various federal, state, and District policies, rules, and regulations.

Compile statistical data and assist in the tabulation of data for federal, state, and local government units, auditors, and staff.

Perform general clerical work; type a variety of letters, documents, and requisitions; answer questions in person and over the phone.

Perform related duties as required.

QUALIFICATIONS

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:

Operations, services, and activities of a payroll processing program.

School district payroll systems and procedures.

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Specialized computer payroll systems and software in a large, complex organization.

Computer applications and software used in payroll program areas.

Capabilities and limitations of automated payroll systems.

Needs assessment and problem-solving techniques used in identifying and developing computer system enhancements.

Principles of lead supervision and training.

Accounting theory and principles, practices, and methods of payroll accounting and auditing.

Principles, practices, and methods of accounting, auditing, and financial record keeping.

Principles of analysis used in the interpretation of accounting, payroll, and financial data.

Critical thinking and problem-solving techniques used in identifying problems and developing solutions.

Pertinent federal, state, and District laws, codes, regulations, policies, and procedures including applicable sections of State Education Code and other laws.

Federal and state reporting requirements.

Principles and practices of fiscal, statistical, and administrative research and report preparation.

Mathematical principles.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Oral and written communication skills.

Ability to:

Assist in the day-to-day management of the Payroll Department.

Lead, organize, and review the work of staff; provide technical training, work direction, and lead supervision to other payroll personnel.

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Provide technical expertise in the operation, capabilities, and enhancement of the payroll system.

Use and apply specialized knowledge of automated payroll systems and processes to assess payroll system needs.

Analyze system capabilities and confer with appropriate staff and software consultants regarding system enhancements; test and evaluate results and new features.

Provide technical training, expertise, and assistance to District administrators, managers, and staff regarding the operation and capabilities of the automated payroll system.

Audit, review, analyze, and reconcile payroll, retirement, human resources, and accounting reports.

Maintain complex employee and payroll financial records for the entire District.

Interpret, apply, explain, and ensure compliance with applicable rules, regulations, policies, and procedures including federal, state, and local laws and regulations.

Interpret and implement District policies and procedures.

Independently perform the most difficult and complex payroll processing and auditing functions including creating regular and ad hoc reports, researching errors and discrepancies, and providing high level staff support to the Manager.

Use and apply specialized knowledge to prepare, maintain, and analyze various payroll records, accounts, and reports; maintain assigned databases for the District and all campuses.

Compile and analyze data; identify variances and differences.

Audit, review, analyze, verify, and reconcile payroll accounting documents and reports.

Prepare a variety of financial statements, reports, and analyses for federal, state, and local agencies and the District.

Make arithmetic calculations quickly and accurately.

Analyze situations accurately and adopt an effective course of action.

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Work independently with minimal direction and oversight.

Plan and prioritize work to meet deadlines; meet schedules and timelines.

Respond to inquiries and requests for information related to payroll.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records, and reports.

Understand and follow oral and written instructions

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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

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:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, or a related field.

Experience:

Five years of increasingly responsible payroll processing experience that includes two years of experience in a senior payroll position with extensive involvement in the operation and development of automated payroll systems and software. Additional training as demonstrated through a professional designation may substitute for some experience.

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Contact Information

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

Contact

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