

REGIONAL CENTER OF THE EAST BAY
Job Description

POSITION TITLE: Payroll Specialist (Confidential Position)

SALARY RANGE: \$2,337.93 - \$3,133.05 Bi-weekly
\$60,786.18 - \$81,459.30 Annual

REPORTS TO: Director, Human Resources

LOCATION: San Leandro, CA.

SPECIFIC DUTIES:

1. Direct responsibility for the full-cycle payroll process; generation of paychecks and all related tasks, including special check runs, error monitoring and resolution, reporting, and reconciliation of related accounts.
2. Prepares bi-weekly payroll including review of approved employee electronic timesheets and import of pay data. Review, audit, compile and enter timecard and payroll data as required; follows up as necessary to obtain missing timecard data for processing.
3. Processing tax withholdings (W4, DE-4), preparation of voluntary-deductions and direct deposits.
4. Maintain all payroll records and reports, including preparation and allocation of salaries, including mass updates on any salary changes. Records disbursements as required.
5. Prepares postings and inputs electronic contributions for payment, third party and manual check requests, including elective retirement funds (457/403b), garnishments, union dues, final wages, etc.
6. Prepares and keeps track of employee's requests and reimbursements for Professional Conference Leave, LMC scholarships and bi-annual Vacation Buyouts (VBO), etc. Prepare analysis of changes in payroll, including OT, VBO and other expenses, as requested.
7. Prepares Master report quarterly, pull GL statements from payroll accounts for each pay process and other related payroll reports as needed.
8. Assist in administration of agency pension plan, including posting payroll and contributions to CalPERS.
9. Review quarterly payroll tax returns. Research and resolve tax payments and refunds as required. Year-end close out and New Year rollover, including mass updates of payroll deductions; Medical, Dental, Vision, FSA, etc.
10. Performs Human Resource special projects; including create analytical spreadsheets and reconciliations and assist in providing information and documentation for (annual, semi-annually, quarterly) outside audits as needed.
11. Performs other related duties as assigned.

QUALIFICATIONS:

- A. AA Degree with 2 years of experience in payroll & compensation preferred.
- B. A minimum of one (1) year of full cycle payroll processing experience required.
- C. Familiarity with ADP Workforce Now highly desirable.
- D. Accounting experience including general ledger, payroll, payroll tax returns and bank reconciliation preferred.
- E. Experience and working knowledge of payroll practices and procedures involving multiple variables, complex accounting activities related to benefits, retirements programs, special pays, complex CalPERS (California Public Retirement System) formulas and calculations, state and federal tax laws and regulations.
- F. Ability to organize and prioritize a high volume of work under firm deadlines.
- G. Must be computer knowledgeable with excellent spreadsheet (Excel) and word processing (Word) skills.
- H. 10-key proficiency required.
- I. Understanding, interpreting and applying oral and written instructions, policies and procedures related to processing payroll; performing detailed numerical work with speed and accuracy and establishing and maintaining effective working relationships.
- J. Excellent verbal and written communications skill; good organizational skills; ability to handle multiple responsibilities with a minimum of supervision and a high level of accuracy.
- K. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.