



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

PAYROLL COORDINATOR

FULL TIME+BENEFITS

DEADLINE FOR APPLYING: April 30, 2020

RECRUITMENT PROCESS: Applications accepted through the deadline. Only those applicants that meet the minimum qualifications of the position will be invited to return for the written examination to be scheduled within two weeks of the application deadline. The top candidates will then be invited to return for an Oral Interview.

HOW TO APPLY: If interested, please submit the following to the Personnel Office located at the District's Administrative Center, 3825 Riverlakes Dr, Bakersfield, Ca., 93312:

- Employment Application (resume's will not be accepted in place of a District Employment Application)
- Current Employee's can complete an Employee Interest form or an updated application that provides training and experience related to this position. These documents can be downloaded from the District's website at www.norfun.org, or request from the Personnel Office at 392-2000.

BASIC FUNCTION: Perform payroll support activities handling all payroll functions of the District including leading others.

STARTING SALARY: \$19.40 - \$21.39

MAXIMUM RATE: \$26.00

HOURS AND LOCATION: Assigned to the Business Office, located at the District's Administrative Complex, Mon through Fri, 8am to 5pm.

QUALIFICATIONS: Equivalent to a high school diploma with three years of job-related experience in payroll processing, Federal and State tax deposits and reports. Computer and 10-key experience required. Some supervisory or leadership experience preferred. Knowledge of applicable local, state, and federal laws, rules and regulations pertaining to payroll processing activities; garnishment and wage attachment rules; accounting and bookkeeping principles, procedures and reporting practices; modern office practices and procedures including typing, good grammar and spelling; filing and data entry techniques; operation of standard office equipment used in a financial office; computerized financial systems and other computer applications related to the work including but not limited to word processing, spreadsheet, database, and related software; and customer service principles. Ability to operate a 10-key machine; make computations and tabulations and review and report documents accurately; maintain confidentiality of sensitive personal information; interpret and explain policies and procedures pertaining to payroll including reports; make decisions of a limited nature in accordance with laws, rules, regulations and department procedures; understand, balance and reconcile accounts; carry out oral and written instructions with accuracy and establish priorities and plan accordingly; establish and maintain effective working relationships both internally and externally; work effectively with the supervisor, employees and the public in person, over the phone and email; type and operate a computer, 10 key and standard office equipment and direct the work of others. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to criticism from a supervisor.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT: An offer of employment will be contingent upon the following:

- Must submit to a fingerprint clearance through the Department of Justice
- Must submit to a post offer medical exam and a Drug Screen
- Must submit verification of your identity and citizenship or legal right to work in the United States

QUALITY ASSURANCE: Provide outstanding customer service; interact with customers and co-workers in a positive and courteous manner; as a team member, responsible for the efficient and effective delivery of services.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Standard office environment and working conditions. Works indoors, sitting at a desk for long periods of time, constantly working with a computer, and regular communication with others either by telephone or in person. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties.

- Prepares payroll; maintains time-keeping records and prepares related reports; audit employee time cards and verifies totals; inputs payroll and leave information into the system; checks preliminary and final payrolls for completeness and accuracy; issue and distribute payroll and payroll liability checks.
- Creates and maintains personnel records in accordance with district policies and procedures in electronic or paper form; manages files; coordinates employee access to personnel records, assuring confidentiality of all information.
- Performs specialized and technical functions in assembling, tabulating, calculating, verifying, and reconciling payroll, employee benefits and other fiscally related information, coordinates with management and/or departments in resolving omissions and discrepancies.
- Prepares, verifies updates, maintains, and distributes a variety of correspondence, records, and files, including state and federal tax forms and W-2 statements.
- Analyzes and reconciles accounts, prepares a variety of financial and month end reports.
- Assists employees and agencies with inquiries, verifications, and requests for information by mail, over the phone and in person on payroll and benefit policies and procedures, and/or other related information; researches discrepancies and resolves customer problems.
- Serves as a lead to include assigning and monitoring work to part time office assistant, training on work methods, and providing direction.
- Assists with budget preparation.
- Maintains required trainings designated for the position.
- Attends all meetings as required and recommended by supervisor.
- Completes all trainings as required for position and recommended by supervisor.
- Performs related duties as assigned.

DISTRICT EXPECTATIONS OF THIS POSITION / QUALITY ASSURANCE:

- Consistently reports to work on time prepared to perform job duties
- Prioritizes and performs duties as workload necessitates
- Communicates regularly with supervisor about program issues
- Provides outstanding customer service
- Maintains respectful attitude
- Interacts with customers and co-workers in a positive and courteous manner
- Responsible for the efficient and effective delivery of services.

FULL TIME BENEFITS:

- ◆ **PAID TIME OFF** – Vacation, Sick and Holidays.
- ◆ **MEDICAL INSURANCE** - Coverage for employee with an option for employee to add eligible dependents at an additional cost.
- ◆ **DENTAL INSURANCE** – Coverage for both employees and eligible dependents at no cost to the employee.
- ◆ **VISION INSURANCE** - Coverage for both employees and eligible dependents at no cost to the employee.
- ◆ **CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CAL-PERS)** - The employee's contribution is 8.25% of the employee's annual compensation. *A CalPERS retiree may be subject to certain hour restrictions and should contact CalPERS for further information.*
- ◆ **GROUP LIFE INSURANCE** - A policy of \$10,000.
- ◆ **TRAVEL INSURANCE** – A policy of \$100,000 group travel accident policy while traveling on District business.
- ◆ **DISABILITY INSURANCE** – Short Term Disability (STD) and a Long Term Disability (LTD) insurance plans.
- ◆ **WORK-LIFE BALANCE and EMERGENCY TRAVEL** - Employee assistance program
- ◆ **GROUP VOLUNTARY TERM LIFE INSURANCE AND ACCIDENTAL DEATH & DISBURSEMENT (AD&D) INSURANCE** – Optional
- ◆ **DEFERRED COMPENSATION PLANS; CALPERS 457 OR HARTFORD** – Optional.
- ◆ **AFLAC** - Optional
- ◆ **UNIVERSITY OF LAVERNE** – Tuition discount
- ◆ **IDENTITY FRAUD EXPENSE REIMBURSEMENT COVERAGE:** Coverage for full time employee and their family members.
- ◆ **STRATA CREDIT UNION** – Membership to Credit Union.
- ◆ **EMPLOYEE PARTICIPATION PROGRAM** – NOR Discount Program for eligible employees and their eligible immediate family members
- ◆ **APPLICABLE BENEFITS REQUIRED BY LAW:** • Social Security • Workers Compensation

AN EQUAL EMPLOYMENT EMPLOYER

North of the River Recreation and Park District, 3825 Riverlakes Dr, Bakersfield, Ca., 93312 (661) 392-2000 www.norfun.org