



San Gabriel / Pomona
Regional Center

PAYROLL SPECIALIST in Fiscal Services

Full-time, Non-exempt

Salary Range \$27.44 - \$51.19 hourly

The Organization

San Gabriel/Pomona Regional Center (SG/PRC) is a private, non-profit agency that is contracted with the State of California, Department of Developmental Services, to provide services to individuals with intellectual and developmental disabilities. SG/PRC has proudly served the San Gabriel and Pomona Valleys since 1986, serving 30 cities in its catchment area. We serve individuals across the lifespan from infants and toddlers, school age children, transition-age youth, to adults and aging adults.

The Position

Under the direction of the Controller, the primary responsibility of the Payroll Specialist is to manage all aspects of payroll to ensure employees are paid accurately and on time.

Essential Job Functions

- Collect and verify timekeeping data for accuracy – gather hours worked, benefit hours, overtime and other relevant pay types
- Calculate wages, deductions, and any applicable reimbursements.
- Processing year end W2s by validating information generated by Paylocity
- Maintain payroll records including employee information, pay rates, deductions, earnings, tax withholding changes and other relevant data
- Ensure compliance with regulations regarding federal, state, and local tax laws, labor regulations, and agency policy
- Accurately process and track employee benefits, such as health insurance and retirement plans
- Reconcile payroll reports by reviewing and verifying payroll data for accuracy and identify discrepancies
- Prepare and analyze payroll reports including summaries of earnings, taxes, deductions, and other relevant data for management review
- Provide assistance with internal and external audits related to payroll
- Use payroll software and systems to manage payroll processing, data entry, and reporting
- Address employee questions and concerns related to pay, deductions, and other payroll-related matters
- Assist employees with direct deposit, wage garnishments
- Make adjustments in pay for raises, promotions, service awards, referral incentives or other pay
- Coordinate State Disability Insurance (SDI), Paid Family Leave (PFL) and other leave of absence payments
- Other duties as required

Employment Standards

Bachelor's Degree in Accounting or related field. Must have three years of advanced experience and responsibilities in the areas of payroll and processing, wage and hour, employee benefits, bookkeeping or accounting. Experience with Paylocity, a computerized payroll system, accounting systems and spreadsheet applications is required.

Knowledge and Abilities

- Proficiency in payroll software and systems: Familiarity with payroll processing software and other relevant systems
- Knowledge of payroll laws and regulations: Understanding tax laws, labor laws, and other relevant regulations is vital for compliance.
- Strong attention to detail: Ensure accuracy in calculations and data entry to avoid errors and discrepancies.
- Strong mathematical and numerical skills
- Communication skills: The ability to communicate effectively with employees, managers, and external entities to resolve issues and provide guidance.
- Organizational and time management skills: Manage multiple tasks and meet deadlines
- Accurate and efficient data entry skills to maintain records
- Problem-solving abilities: Identify and resolve payroll discrepancies and challenges
- Must be able to interact with others from a wide variety of cultural and social backgrounds

Other Essential Requirements

- Commitment to confidentiality of sensitive employee information
- Microsoft Office and advanced Excel skills
- Employees using a private vehicle for agency purposes must maintain a valid driver's license and minimum liability insurance coverage

SG/PRC Offers an Excellent Benefits Package including

- Health Insurance – SG/PRC pays the full cost medical plan coverage for full-time employees only. We also offer dependents coverage purchased by employees.
- Dental Insurance – SG/PRC pays the full cost of the Dental DMO and PPO Plan for employees. dependents. We also offer dental coverage to dependents purchased by employees.
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- No cost Vision plan for employees
- Retirement plan – SG/PRC Contributes 8% of employees' salary, every pay period into 401(a)
- SG/PRC also offers a 403 (b) matching plan and matches up to 6.2% of the employees' contribution.
- Participate in the Public Service Loan Forgiveness program
- Paid Time Off – Eligible for 2 weeks of accrued vacation in the first year, 8 hours per month sick time, wellness program, milestone awards and appreciation time off.
- Holidays – SG/PRC offers 20 paid holidays throughout the year
- Pre-Tax Flexible Spending Account for eligible health care expenses
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- 9/80 Alternate Work Schedule
- Most positions offer a hybrid remote work option

Professional Development Opportunities & Growth

SG/PRC values the professional development of staff! Many Services Coordinators and Administrative Staff gain experience and enter into Supervisor, Manager or Director positions.

Diversity, Equity, and Inclusion

At SG/PRC, we value and celebrate diversity! In September 2022, SG/PRC launched an initiative to enhance and strengthen our commitment to diversity and belonging.