

WISEBURN SCHOOL DISTRICT

PAYROLL / BENEFITS TECHNICIAN

DEFINITION

Under general supervision, to perform financial record keeping work involved with the preparation of District payrolls and related reports, and to do other work as required.

EXAMPLES OF DUTIES

- Establishes and maintains payroll of classified and certificated personnel. **E**
- Records changes in salaries, addresses, deductions, credentials and other information pertinent to payroll, and submits necessary changes of status to the HRS County Payroll System to update master computer files. **E**
- Receives and checks time cards. **E**
- Posts information and prepares input for transmittal on the County HRS system to the master file. **E**
- Checks time reports for accuracy of records prior to the preparation of payroll. **E**
- Receives and verifies payroll warrants by amount, name, and pay location. **E**
- Cancels and reissues warrants if errors occur. **E**
- Audits payroll registers. **E**
- Prepares, balances, and submits yearly reports pertaining to W-2's, Federal, State, OASDI and Medicare taxes. **E**
- Submits quarterly reports pertaining to Federal State, OASDI, Medicare taxes and Unemployment Insurance. **E**
- Prepares the labor report each month. **E**
- Sets up and prepares monthly accounts payable worksheets for voluntary deductions, insurance deductions and District contributions for medical, dental, life, and income protection insurance for active employees and retirees, State, Federal, OASDI and Medicare tax withholding. **E**
- Pays workers compensation premium on a monthly basis and keeps all records of rate changes. **E**
- Assists the Business Office with Food Service Department Functions, such as counting/ deposit of lunch money; as well as processing 1099 Forms. **E**
- Works closely with the Superintendent or designee and representatives of various insurance companies regarding premium increases and changes in policies; refers employees and/or retirees with claim problems to the proper department and assists in solving problems. **E**
- Performs other duties as required.

Note - Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

DESIRABLE QUALIFICATIONS

Knowledge of:

Personal computers (preferably with Microsoft Office) and experience with terminal at Los Angeles County Office of Education.

Bookkeeping principles, procedures, and terminology.

Modern office practices and procedures.

Common public relations courtesies, practices, and techniques.

A second language.

Revised: January 2008

Board Approved: 2-21-08

DESIRABLE QUALIFICATIONS - (Cont'd.)

Ability to:

- Make arithmetic computations rapidly and accurately.**
- Proficiently operate 10-key calculating machine.**
- Maintain financial records.**
- Operate a computer, typewriter and/or FAX machine.**
- Understand and carry out oral and written instructions.**
- Establish and maintain effective relationships with those contacted in the course of work.**
- Understand and speak Spanish.**

Experience - Four years of increasingly responsible payroll, statistical and financial record keeping (preferably including payroll preparation experience in a school district using the HRS computer system).

Education - Equivalent to completion of the twelfth grade including or supplemented by courses in bookkeeping. A high school diploma.

Reports to: Director of Budget and Accounting

WORKING CONDITIONS

Environment

Office environment, subject to constant interruptions.

Physical Abilities

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| Vision (which may be corrected) | to read small print, and maintain records. |
| Hearing (which may be corrected) | to communicate with staff, and to talk on telephone. |
| Speech | to communicate with staff, and to talk on telephone. |
| Dexterity of hands and fingers | to operate office equipment. |
| Sitting for extended periods of time | to perform required duties. |
| Strength | to lift, push, pull objects which may weigh as much as 25 lbs. on an occasional basis. |