

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Payroll Technician

**DEPARTMENT/DIVISION:** Financial Services

### **POSITION SUMMARY:**

Under supervision of the Director of Financial Services, the Payroll Technician performs a variety of technical payroll accounting duties to assure that district employees are paid in an accurate and timely manner; prepare and maintain a variety of records and reports related to payroll functions; and manage the administration of district benefit programs.

### **ESSENTIAL FUNCTIONS:**

1. Perform and process mathematical, clerical and technical work related to the preparation of payroll for certificated, classified, management and substitute employees.
2. Maintain employee payroll information.
3. Process and audit district timesheets for extra services, overtime and substitute work.
4. Balance and submit district payroll to San Joaquin County Office of Education for each payday.
5. Prepare, audit and process salary increases and retro pay as necessary.
6. Distribute, receive and process benefit applications and forms including coordination and management of Open Enrollment.
7. Work directly with district Accounts Receivable for invoicing of employee and retiree insurance costs over benefit cap; set-up and processing of insurance premiums through payroll and Accounts Receivable for non-cap employees electing coverage.
8. Input proper payroll deductions, reconcile statements for all benefits, prepare payment amounts for district benefits to be paid by Accounts Payable.
9. Complete and file report to Employment Development Department of new hires; complete EDD Benefit Audits as requested.
10. Process new hires, terminations, and job changes as they relate to payroll.
11. Process wage garnishments as necessary.
12. Work with HR as necessary and/or requested for new hires, terminations, legal issues, Workers' Compensation, FMLA, disability and other issues.
13. Audit employee attendance records as necessary and as it relates to payroll; process pay dockages as necessary.
14. Maintain detailed and secure employee records with regards to payroll, benefits, salaries and related information.
15. Verify correct salary placement of district employees including longevity, vacation and other incentive pay.
16. Assist district employees in the activation of a variety of voluntary deductions such as direct deposit, supplemental insurance, Tax-sheltered Annuity accounts and others.
17. Provide payroll information as requested by auditing firms, as appropriate.
18. Communicate with district personnel in person and on phone regarding payroll and benefit issues.
19. Resolve payroll discrepancies in a timely and responsible manner.
20. Compose a variety of complex correspondence related to assigned activities.
21. Complete Verifications of Employment as requested and in a timely manner.
22. Understand and respect sensitivity and confidentiality of position.
23. Be knowledgeable and current on CalSTRS, CalPERS and alternative retirement eligibility and reporting requirements.
24. Be knowledgeable of certificated and classified collective bargaining agreements as they relate to payroll.
25. Affordable Care Act Employer mandated compliance tracking and reporting including tracking of hours for substitutes, coaches, and contract employees for reporting purposes and avoidance of penalties to the district.
26. Attend Payroll Advisory meetings as scheduled by San Joaquin County Office of Education and other meetings and trainings essential to remaining current on payroll requirements.
27. Recommend policy and procedure improvements to immediate supervisor and assists in implementing procedures relating to payroll and benefit issues.

28. Participates in Department process improvement and team development but also able to work independently.
29. Maintains regular and prompt attendance in the workplace.
30. Performs other related duties as assigned.

#### **EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Two years of business school or two years of increasingly responsible experience in financial record keeping is required. Formal course work or equivalent background in accounting or bookkeeping is desired. Must have a valid California driver's license and be insurable.

#### **SKILLS AND QUALIFICATIONS:**

1. Knowledge of English usage, grammar, spelling, punctuation and vocabulary and ability to communicate effectively both orally and in writing
2. Ability to comprehend and perform complex payroll work with accuracy under strict deadlines and with frequent interruptions.
3. Knowledge of and ability to interpret and apply payroll procedures, district policies, federal and state laws, California Education Code and any other policies or regulations relative to salary administration.
4. Payroll filing, record-keeping and report preparation techniques.
5. District organization, operations, policies and objectives.
6. Ability to calculate mathematical equations with speed and accuracy and identify and correct errors in a variety of mathematical computations.
7. Knowledge of modern office practices, procedures and equipment.
8. Knowledge of modern accounting principles, procedures, and terminology.
9. Ability to type and input data accurately and at an acceptable rate of speed; Add, subtract, multiply and divide quickly and accurately.
10. Ability to maintain the confidentiality and security of sensitive information.
11. Ability to establish and maintain cooperative and effective working relationships with others including in a team environment to accomplish goals.

#### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
6. Stand, walk and bend over.
7. Reach overhead, grasp, push/pull.
8. Lift and/or carry up to 25 pounds at waist height for short distances.

#### **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District staff and the public.

**SALARY:** Classified Salary Schedule Range 52

**Board Approved:** HS 11/12/96

Elem 11/12/96

Revised: 6/25/02

**Revised:** TUSD 9.13.16