ORANGE UNIFIED SCHOOL DISTRICT

LEAD PAYROLL TECHNICIAN

DEFINITION

Under direction of the Payroll Manager, perform lead responsibilities in the overall payroll operation; initiate process and complete payroll in connection with certificated and classified payroll of the Districts; assigns duties, trains staff, and keeps supervisor informed on operations, and performs related duties and responsibilities as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process payroll data for all school district employees and maintain accurate, up-to-date information for employee payroll information including attendance.
- Coordinate, organize and supervise the maintenance of employee payroll records, the computation of payroll data and related employee benefits deductions, and insurance vendor payments.
- Prepare, audit, monitor and clarify payroll related documents, including time reports, payroll listings, service records, and other similar materials.
- Review, reconcile, interpret and apply policies, guidelines, and regulations concerning salary computations, leave benefits, and State and Federal tax withholding procedures.
- Compute and prepare the documents pertaining to quarterly and annual tax reports.
- Monitor, audit, and participate in the employment processing of new employees, employee separation, promotions, salary advancement, and computations of sick leave, vacation leave and retirement benefits.
- Plan, organize and develop salary schedules, work calendars, payroll-related forms, and other documents.
- Assist in coordination and preparation of the Time and Attendance system; annual sick and vacation accumulation.
- Resolve technical payroll accounting issues.
- Assist in reconciliation process of employer quarterly and annual payroll taxes.
- Develop and provide staff training in payroll procedures, processes, and the use of technology and office systems.

QUALIFICATIONS

Knowledge and Abilities

Good Knowledge of: Bookkeeping principles and procedures; payroll and account payable operations; financial record keeping; processing of financial records; English and arithmetic; operation of calculators; correct English grammar, spelling and punctuation.

Knowledge of: School district payroll; principles of training and supervision; standard accounting procedures and terminology; audit practices; school district organization; policies and procedures of public school payroll systems; payroll accounting practice including methods of financial and statistical

record management; trends and procedures; principles and practices of operating a computer-based personnel/payroll/budget system.

Ability to: Independently perform and make complex payroll calculations quickly and accurately verifying the results and correct processing errors; coordinate, plan and prioritize work to meet deadlines; interpret and apply federal, state and local tax laws and regulations; accurately interpret Districts policies, Personnel, Accounting and Risk Management department procedures, negotiated agreements and applicable sections of the California Education Code, and the federal Fair Labor Standards Act; tactfully and clearly explain payroll policies and procedures; understand and carry out oral and written directions; establish and maintain cooperative working relationships, having good interpersonal skills.

Education and Experience

Equivalent to:

Graduation from high school, supplemented by some college-level training in accounting, bookkeeping, or business office administration; training and/or coursework in the fundamentals of payroll practices, accounting, bookkeeping, taxation, payroll management or closely related fields; and

Five years of increasingly responsible payroll experience, preferably experience with school district payroll, including other experience, which has provided the applicant with the knowledge and abilities listed above.

Equivalencies: Three years of experience in a California school district at the payroll technician or clerk level may substitute for the required five years of experience. Two years of college level experience in bookkeeping, accounting or business subjects, may substitute for one year of the required experience, to a maximum of two years.

Skills:

- Typing 40 words per minute
- Proficiency using calculator, computer systems including spreadsheet/word processing software

Physical Demands and Working Conditions

Light Work: Positions in this class perform work, which is primarily sedentary. It may require lifting, pushing and or pulling objects normally not exceeding 50 pounds.

Mobility: Positions in this class require mobility of arms to reach dexterity of hands to grasp and manipulate small objects with some bending, stooping, squatting and twisting.

Vision: Positions in this class require vision (which may be corrected) to read small print.

Other Conditions: Incumbents may be required to work at computer for prolonged periods.