



## **JOB DESCRIPTION**

### **PAYROLL TECHNICIAN**

October 18, 2016

#### **DEFINITION:**

Under the direction of the Controller, perform a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner; prepare and process regular and supplemental payrolls; process, calculate, verify and update records with a variety of payroll data.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of technical payroll accounting duties in accordance with established policies and procedures; assure employees are paid in an accurate and timely manner; receive, review, verify, prepare and process various payroll records and documents
- Review and process employee time sheets; calculate and input time information, pay rates, salary adjustments and overtime pay; verify proper authorizing signatures, coding, calculations and accuracy of payroll adjustments; request and obtain signatures and additional information as needed
- Calculate, assemble, match, code, sort, review, verify and post a variety of payroll data such as hours, tax information, leave, days worked and work assignment; balance, reconcile and submit payrolls for check processing; identify and resolve payroll issues and discrepancies
- Process regular and supplemental payrolls; input, code and adjust timesheet, employee and other payroll information in computer system; generate computerized lists and reports; develop spreadsheets; assure accuracy and completeness of input and output data.
- Establish and maintain detailed permanent payroll records and controls for employees; process and update records with pay rates, deductions, contributions, tax withholdings, tax shelter annuities, vacation and sick leave, and other data and information
- Review and audit payroll data, records and reports for accuracy and completeness; compare and reconcile forms, statements, records, reports, lists, spreadsheets, time sheets and other documents; identify errors and make appropriate corrections and adjustments.
- Serve as an informational resource to employees concerning assigned payroll functions; respond to inquiries and provide detailed information concerning related salaries,

deductions, leave, taxes, paychecks, transactions, issues, practices, policies and procedures

- Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns
- Process a variety of special payroll transactions such as retroactive pay, garnishments, lost warrants and overtime; follow up on and resolve outstanding warrants or warrant cancellations
- Receive, sort, process and distribute paychecks and mail as assigned; duplicate, sort, file and distribute payroll materials as necessary; prepare, distribute and respond to a variety of correspondence; and perform a variety of general account clerical work
- Compile information and prepare and maintain a variety of records and reports related to employee information, taxes, retirement, employment, leave and assigned duties; maintain various financial or statistical records, journals, ledgers, documents and files; prepare, maintain and distribute required reports
- Under direction implement collective bargaining agreements, policy and procedure changes and data processing requirements at the District and County level, and changes in laws as they pertain to Business Office functions
- Perform special projects and assignments and assist in budget preparation support activities
- Receive training and serve as a backup to other business office positions/functions, such as accounts payable and receivable; reconciliation of bank accounts; collect and deposit fees and revenue to accounts
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software
- Performs other related duties as assigned

## **KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Accounting and financial record keeping principles and procedures related to public school payroll
- Payroll taxes, deductions, retirement programs and specialized compensation programs
- Practices, procedures, techniques and terminology used in payroll, accounting, bookkeeping, invoice auditing and financial record-keeping
- Verification and processing on payroll records and reports
- Data processing concepts and computerized payroll systems
- Financial and statistical record-keeping techniques
- Applicable laws, codes, regulations, policies and procedures
- Oral and written communication skills

- Mathematical calculations
- Modern office practices, procedures and equipment
- Filing methods and procedures
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Operation of office machines, computer and assigned/specified software

Ability to:

- Perform financial, statistical and account record-keeping involved with the preparation and maintenance of District payrolls, accounts payable and accounts receivable
- Explain and apply rules and policies, including State, Federal and local guidelines
- Make complex, arithmetic calculations quickly and accurately
- Establish, prepare and maintain a variety of financial record-keeping files and duties
- Communicate effectively, clearly and concisely both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Understand and follow oral and written instructions
- Work independently and with minimal direction
- Work confidentially with discretion
- Plan and organize work to meet schedules and timelines
- Function under pressure with many interruptions
- Maintain regular and consistent attendance

## **EDUCATION AND EXPERIENCE:**

Education:

- Graduation from High School

Experience:

- Three years experience in financial, accounting payroll or statistical record-keeping activities
- Payroll and public school accounting experience are desirable.

## **WORKING CONDITIONS:**

### Environment:

- Office environment, temperature – normal climate
- Daily contact with District and school site staff
- Constant interruptions
- Work in confined quarters to work on equipment/software
- Moderate to high stress level

### Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read variety of materials
- Sitting for extended periods of time
- Bending at the waist, kneeling or crouching to file materials
- Reaching overhead, above the shoulders and horizontally
- Occasionally lift and/or move up to 15 pounds
- Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; vision (which may be corrected) to read small print, dexterity of hands and fingers to operate a telephone, computer, keyboard, and hand tools; facility to hear and understand speech at normal room levels and on the telephone; physical agility to lift up to 15 pounds to work with various boxes of files or supplies

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Range: 15.5

Approved: October 18, 2016