

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **PAYROLL/BENEFITS TECHNICIAN**
Department: Business Department
Reports to: Director, Business Services

SUMMARY:

Prepares, maintains and verifies all payroll and employee benefit records and supporting documents. Employees in this classification receive limited supervision from the Assistant Superintendent of Business & Operations within a framework of standard policies and procedures. This job class is responsible for independent judgments and solving problems/questions as they relate to district's payroll/compensation policies and accompanying accounting procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Research, prepare, and input all payroll materials pertaining to certificated/classified employees into the automated accounting system
- * Prepares a variety of reports based on statistical data related to the District's payroll function and submits these reports to the appropriate District or governmental offices
- * Acts as information source to administrators, staff, applicants, and others regarding all payroll policies, procedures, requirements, and standards
- * Enters payroll from spreadsheets, timesheets, adjustment sheets, etc.
- * Enter voluntary deductions per employee requests, i.e. credit union, supplemental insurance, etc.
- * Establishes and maintains benefit records, i.e. medical, dental, vision selections and employee/employer portions
- * Dock employee payroll as calculated.
- * Processes timesheets, codes and enters data into computer terminal; verifies extensions and totals
- * Processes bus driver timecards, calculates vacation allowances bi-annually
- * Verifies accuracy of payroll prelists for payroll deductions
- * Submits accurate and timely payrolls to county office of education for processing
- * Audits and verifies monthly, quarterly, and annual computer runs pertaining to payroll and makes necessary corrections
- * Audits and verifies billings for all employee benefits, insurance, union and annuities and mails warrants as per vendors' instructions
- * *Prepares monthly warrants and submits corrected billings for all TSA's, union dues, and personal insurance* Notify retirees when benefits switching to all employee paid or reaching age 65
- * Log certificated subs for payroll processing, code appropriately
- * Orders and/or issues replacement warrants manually and adjusts records accordingly
- * Acts as information sources to district employees and benefits vendors regarding payroll and employee deductions questions
- * Prepares federal, state and district reports and summaries as necessary
- * Research past payroll items when requested.
- * Operate a wide variety of office equipment including personal computers and peripherals, 10-key calculator, and copier
- * Performs other related duties as assigned .

QUALIFICATIONS:

Knowledge of the proper methods and practices in regard to public school payroll systems. Knowledge of basic accounting as it relates to payroll processing. Ability to understand and carry out both oral and written directions without continuous supervision. Ability to perform arithmetical calculations accurately and rapidly; interest and ability to learn to operate office machines and equipment including a typewriter, calculator, computer terminal and printer. Ability to supervise and prioritize the work of others. Ability to establish and maintain effective work relationships with those contacted in the course of performing required duties

EDUCATION and/or EXPERIENCE:

High School diploma or general education degree (GED); minimum three years increasingly responsible clerical/accounting experience, preferably in a school district setting. Computer payroll experience desirable.

OTHER SKILLS and ABILITIES:

Accounting and financial record keeping principles and practices, especially as they pertain to governmental and school district accounting; personal computers and interfacing with main-frame computers and other office equipment; personal computer software including spreadsheets, data base systems and word processing; typical business area including payroll, payable, receivable, purchasing, student accounting, budgeting, and financial statements.

Perform difficult clerical and technical work rapidly and accurately. Understand and carry out oral instructions independently. Work cooperatively with those contacted in the course of work. Prepare accurate financial summaries and reports, establish and maintain a variety of complex records. Analyze situations accurately and adopt an effective course of action. Perform arithmetical calculations with speed and accuracy. Learn and apply office policies, rules and procedures rapidly. Read, understand and interpret written laws, rules, and standards. Use initiative and judgment in discussing problems with public and District staff. Assemble and organize data and prepare worksheets and reports as requested, communicate effectively and tactfully in both oral and written form.

CONFIDENTIAL STATUS:

The Board of Trustees designates this position as “Confidential”. This position is not represented by an exclusive representative and does not belong in a collective bargaining unit. Within the regular course of duties for this position, the employee will have access to and/or possess information relating to District employer/employee relations. Confidential matters are not to be discussed by any confidential employee under any circumstances outside the District office. Infringement of this policy may result in immediate dismissal.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before vendors, administrators and staff.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to sit, talk, or hear and operate a computer. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as payroll reports. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Position usually demands meeting deadlines with severe time constraints.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.