

Oak Grove School District

JOB TITLE: Payroll Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To prepare, maintain, and verify all payroll records and supporting documents for District's classified and certificated employees. Employees in this classification receive general to limited supervision from a departmental supervisor or his/her designate and within a framework of standard policies and procedures. This job class is responsible for independent judgment and problem solving as it relates to the implementation of District's payroll/compensation policies and accompanying record keeping procedures.

TYPICAL DUTIES

- Organizes, prepares and maintains all payroll record information for certificated and/or classified personnel, including full-time, part-time and overtime. Receives basic payroll data from County data processing, checks and establishes basic records
- Receives proper forms from Human Resources Office, supervisors, and individuals authorizing payroll actions, such as employment and termination, change of status, tax and insurance deductions, leaves without pay, and overtime
- Correlates and records information on payroll records and reports information to County for data processing payroll
- Calculates pay adjustments for various personnel actions and makes necessary changes on existing records
- Processes time sheets; codes and enters data into computer terminal
- Verifies extensions and totals
- Verifies accuracy of computer runs for payroll and deductions
- Submits accurate and timely payrolls to County Department of Education for processing
- Audits and verifies monthly, quarterly, and annual computer runs as it pertains to payroll and makes necessary corrections
- Orders and/or issues emergency or replacement warrants manually and adjusts records accordingly
- Acts as information source to District employees regarding payroll, employee deductions, and personnel record keeping procedures
- Acts as a resource person to the County Office of Education, other Districts and outside agencies regarding District personnel, payroll transactions, salary/compensation data, etc.
- Receives and processes all attendance and leave information for all employees under an individualized reporting system
- Receives and processes all health, disability, and other insurance, credit union dues, and other deductions
- Distributes payroll warrants and W-2 forms
- Prepares Federal, State, and District reports and summaries as necessary
- Performs related duties as required

MINIMUM QUALIFICATIONS (Continue)

- Knowledge of proper office methods and procedures
- Knowledge of the proper methods and practices in regard to public school payroll systems
- Knowledge of data processing as it relates to payroll processing
- Skill to understand and carry out both oral and written directions without continuous supervision
- Skill to perform arithmetical calculations accurately and rapidly
- Skill to communicate effectively in both oral and written form
- Skill to maintain a variety of complex records
- Skill to assemble and organize data and prepare worksheets and reports as requested
- Skill to operate standard office machines and equipment including a computer terminal, calculator, typewriter
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties