



## SENIOR PAYROLL TECHNICIAN

Revision Date: 04/14/10

### BRIEF DESCRIPTION OF POSITION:

Under the direction of the Chief Accountant, performs complex, responsible and varied duties involved in the processing of the District's payroll that include but not limited to calculating all wage assignments, reconciling payroll data reports, calculating and remitting all applicable withholding liabilities; prepares all quarterly and annual federal and state payroll reporting returns; researches applicable federal, state and local tax laws. Analyzes fiscal data and ensures financial records for accuracy.

### STATEMENT OF TYPICAL DUTIES:

- a. Performs complex, responsible and varied duties processing payroll for certificated/classified staff and other assigned employee groups. **E**
- b. Assists in budget preparation; forecasts employee wage and benefit expenditures and provides other budget assistance and information as needed. **E**
- c. Reviews staffing sheet for accuracy and prepares Unit Share expenditure reports. **E**
- d. Calculates all wage assignments, to include garnishments, child support deductions, alimony, etc. **E**
- e. Calculates and remits all applicable withholding liabilities for all District employees, to include social security, federal tax, state tax, and retirement. **E**
- f. Prepares quarterly and annual federal and state payroll reporting returns. **E**
- g. Reviews time sheets to ensure accuracy, completeness and proper approval. **E**
- h. Reviews and compares information inputted by the Personnel Department with time sheets received to ensure accuracy. **E**
- i. Reconciles all payroll liabilities to general ledger and prepares payment when applicable. **E**
- j. Ensures regulatory compliance of payroll system to all applicable guidelines, policies and procedures. **E**
- k. Ensures the assigned payroll and/ or financial functions are conducted in compliance with the governmental laws and regulations, within the generally accepted accounting principles, and following the district guidelines and policies. **E**
- l. Processes termination checks in compliance with various guidelines and pension plans. **E**
- m. Reconciles subsidiary control ledger to general ledger; prepares quarterly and year-end reports. **E**
- n. Researches current tax, pension, benefit, and other laws and regulations affecting payroll administration. **E**
- o. Maintains payroll procedures manual and provides technical assistance to other accounting and department staff. **E**
- p. Coordinates payroll system changes with applicable departments. **E**
- q. Provides and/or requests information to resolve discrepancies in payroll information. **E**
- r. Assists in verifying and responding to employee and authorized inquiries regarding salary **E**
- s. Performs related duties as assigned, and other tasks as may be assigned by proper authority. **E**

### KNOWLEDGE AND ABILITIES:

Knowledge of:

- Procedure and techniques of payroll and school budget preparation and control.
- Applicable local, state, and federal laws and regulations pertaining to payroll and governmental accounting.
- Principles and practices of complex financial record keeping and reporting.
- Basic data processing methods, techniques and programs used in maintaining and processing payroll information.
- Current budgeting and accounting software and tools.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Modern office procedures, methods, and computer equipment.

Ability to:

- Analyze financial data; reconcile accounts; prepare reports.
- Interpret payroll procedures established by the GAAP – Generally Accepted Accounting Principles.
- Respond to payroll-related requests and inquiries from District employees and outside agencies.
- Prepare and maintain accurate and complete confidential records and reports.
- Operate standard office machines, including calculators, microfiche and data processing equipment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both verbal and in writing.
- Analyze, interpret, and evaluate accounting and budgeting problems.
- Establish and maintain cooperative and working relationships with all the contacts at work.

**EDUCATION AND EXPERIENCE:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to an Associate's degree from an accredited college with major course work in accounting or a closely related field.

Experience:

Three years of increasingly responsible technical experience in budgeting and accounting or related field, preferably in a school district.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand for prolonged periods.

See to read fine print and read a variety of materials.

depth perception to file; use hands and fingers to operate office equipment.

Speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

**WORKING CONDITIONS:**

District office environment; subject to constant interruptions.

May drive vehicle to conduct work.