

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Payroll Technician 1</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	9
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	546
<b>Reports to:</b>	Director or Supervisor

### **JOB SUMMARY**

Under the direction of the Payroll Director or Supervisor, the Payroll Technician performs duties essential to maintaining and processing payroll for District employees. These duties may include verifying, preparing, and managing payroll wages and records; developing and maintaining payroll processes and business practices; correction of wage payments to employees and third-party vendors; working with third-party vendors including state and federal governments regarding employee child support and garnishment deductions and payments. The Payroll Technician will communicate, work with, and/or train employees, departments, school office managers, vendors, and parents/guardians regarding payroll policies and practices. This communication and training will take place in person, over the phone and/or via email.

### **ESSENTIAL JOB FUNCTIONS**

- Maintain payroll deduction information by collecting, calculating, and/or entering data.
- Corrects payroll over or underpayments to ensure employees are paid correct amounts.
- Verify wage and employment data with third-party vendors.
- Direct employees on how to use the District Payroll Management Website.
- Understand, maintain, and update employee W-4 and direct deposit information.
- Process and calculate Child Support payments to various State offices of recovery.
- Process and calculate IRS tax levies and other third-party garnishments.
- Understand W-2 data and answer questions and concerns regarding this data.
- Research, calculate, and process part-time personnel actions that include new hires, position changes, transfers, and terminations on month-by-month basis for district employees.
- Learn and stay up to date on State and Federal payroll laws.
- Train school and department office managers about district policies and procedures regarding payroll electronic time system, remote pay entry, and leave entry.
- Monitor, update, and process substitute records for monthly payroll processing.

- Maintain employee confidence and protect payroll operations and data by keeping information confidential.
- Assist with general office duties by answering phones, greeting visitors, filing necessary records, and corresponding with employees, vendors via email and other duties as assigned.

### **MINIMUM REQUIREMENTS**

- High school diploma or equivalent.
- One (1) to three (3) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical calculations.
- Ability to display an understanding of basic accounting.
- Ability to use office equipment and computers.
- Ability to use word processing and spreadsheet computer programs.
- Ability to research accurately and compile technical information.
- Ability to display excellent interpersonal skills.

### **PHYSICAL DEMANDS**

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, talking, and visual acuity.

### **WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

*The Davis School District has the right to revise this position description at any time.*