

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Payroll/Retirement Analyst	Reports to:	Program Administrator/Supervisor
Department:	Fiscal/Accounting	Classification Unit:	Classified
Board Approval:	12/16/2021	Current Salary Grade:	29
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, perform a variety of specialized, and advanced-level Payroll, Insurance benefits, and Retirement analysis, to ensure accuracy in labor codes, tax code, and retirement reporting; including accounting duties in support of assigned accounts.

ESSENTIAL FUNCTIONS:

- Perform a variety of complex, advanced-level analysis in payroll, tax and reporting duties in support of assigned areas.
- Perform a variety of complex, advanced-level in accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll, SELPA and purchasing; implement reporting procedures and internal controls; analyze a variety of financial information to evaluate compliance with District and state requirements; evaluate, maintain and make adjustments to designated funds and accounts; prepare, audit, reconcile and maintain a variety of financial and statistical records, reports and statements in support of assigned accounts and activities.
- Prepare and maintain a variety of financial, statistical and narrative records, statements, files and reports related to accounts, funds, revenue, expenditures, reconciliations and assigned activities; compare and evaluate financial records to identify and resolve discrepancies.
- Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; initiate queries, review accounts for errors and make appropriate adjustments.
- Provide staff pertaining to payroll and retirement.
- Assist site with salary projections.
- Process accounts receivable as assigned; collect, receive, code and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to ensure accuracy; prepare and distribute bank deposits as required; prepare invoices and arrange for billings as directed.
- Process payroll according to established guidelines and procedures; input timesheet information including deductions and accurate funding sources into an assigned computer system; generate various computerized lists and reports; ensure accuracy of input and output data; detect inaccuracies and make corrections.

- Analyze retirement and tax data to detect inaccuracies and make corrections for CalPERS and CalSTRS. Prepare employee historical and current income data and service credit reconciliation for retirement systems. Review employee's W-2 tax forms and prepare and reconcile month end tax payments.
- Perform a variety of complex technical duties in supporting classified and certificated human resources operations and activities. Enroll new employees with tax data, retirement plans, ACH, deductions, contributions and add-ons. Verify FTE with assignment via HR employee personal actions forms. Process and reconcile employee docks, 3rd party disability and worker's comp payments, garnishments, TSAs, union dues and insurance coverage.
- Provide employee verifications of employment upon requests.
- Develop spreadsheets and generate a variety of computerized lists and reports; maintain a wide variety of fiscal information, files and records, including accounts payable, accounts receivable, contracts, invoices, transfers, cash deposit, purchase orders, timesheets and applications; provide updated reference and audit trail for compliance.
- Compile information and prepare and maintain a variety of financial and statistical records and reports related to income, taxes, and payroll processes; prepare a wide variety of written materials such as procedures, reports, memos, and letters; document activities, providing written reference, conveying information, and complying with financial, legal and administrative requirements..
- Assist designated departments and programs in the maintenance and evaluation of payroll records and data as assigned; provide technical expertise and direction to other personnel regarding payroll issues and related activities.
- Research rules and regulations that guide the use of funds and payroll operations, including FLSA, reporting requirements and budget modifications; ensure appropriate use of funds in accordance with established guidelines.
- Communicate with District personnel and external agencies to exchange information and resolve issues or concerns. Attend and participate in various meetings, workshops and conferences as assigned.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Methods, procedures and terminology used in accounting work.
- Financial and statistical record-keeping techniques.
- Preparation, review and control of assigned accounts.
- Preparation of financial statements and comprehensive accounting reports.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Arithmetic computations.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Perform a variety of complex clerical accounting duties in support of assigned accounts and functions.
- Prepare and maintain accurate financial and statistical records and reports.
- Compare numbers and detect errors efficiently.
- Reconcile, balance and audit assigned accounts.
- Assemble, organize and prepare data for records and reports.
- Process and record accounting transactions accurately.
- Prepare and reconcile statements, ledgers, balance sheets and other financial documents.
- Operate standard office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Make arithmetic computations with speed and accuracy.
- Operate a variety of job-related equipment including computers, calculators, copiers and related office machines.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: AA degree or equivalent experience.

Experience: Three (3) years of general accounting experience.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS: Indoor/office environment; fast-paced environment with changing priorities.

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.

- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- N/A

Clearances:

- State Mandated Training
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.