
**Position: Payroll Specialist
(Non-Represented) AR 4351.3**

Department: Business Services Department

Reports To: Senior Director of Business Services

SUMMARY

Performs detailed technical work in the preparation, review and processing of payroll records and documents for the District; prepares periodic and special reports, including tax, insurance and other billings; completes and verifies monthly retirement reports and performs related work as assigned.

NATURE AND SCOPE

Under direct supervision of the Senior Director of Business Services, performs a wide variety of complex, advanced and confidential accounting. This class is distinguished from other accounting support classes by the specific payroll-related and complex nature of the work performed.

DISTINGUISHING CHARACTERISTICS

This position is not within the collective bargaining unit. Demonstrates a high-level competence in multiple skill areas.

ESSENTIAL TYPES OF DUTIES

- Payroll; Regular and Supplemental
- State/District Reports
- Reports, including but not limited to: Quarterly: unemployment, Multiple Worksite Report, Monthly: Department of Labor Report, Annually: CSEA contact/demographic data, J90 State Report
- Maintain Records
- Filing
- Database
- Clerical Correspondence related to business
- Computer Programs; Excel, Word, CECC, F2000, Digital Schools
- Salary Schedules
- Tax Shelters, PERS/STRS, Section 125
- Retiree: Eligibility calculations and payments
- Union Dues
- Audits, work closely with internal and external auditors
- Support Negotiations contract cost estimates
- Clerical support related to reports, policy and negotiations
- Verification of Employment (VOE)
- Maintain Absence Records
- Maintain Domestic Partner spreadsheet for FICA/Medicare taxes & post
- Coordination of SDI benefits
- Other Duties as assigned by the Superintendent and/or Senior Director of Business Services

QUALIFICATIONS

Knowledge, Skills and Abilities

- Ability to analyze financial information and prepare accurate schedules and reports
- Make mathematical calculations with speed and accuracy
- Identify and correct errors on a variety of mathematical computations quickly and accurately
- Governmental accounting, laws and regulations of special projects
- Financial recordkeeping, procedures and methods as they relate to a school district payroll
- California Education Code

- Must be able to communicate effectively both written and oral
- Establish and maintain cooperative and effective working relationships with a variety of groups and individuals
- Ability to meet (tight) deadlines

EDUCATION AND/OR EXPERIENCE

Any combination of training and/or experience equivalent to the completion of approximately three years of college level course work, and/or three years of increasingly responsible experience providing advanced knowledge and skills in accounting, payroll, finance, computer technology, modern and efficient office procedures.

TERMS OF EMPLOYMENT

Twelve month, full-time position. Salary as defined in current Confidential Salary Schedule, AR 4351.3.

EVALUATION

The Senior Director of Business Services will evaluate performance of this position