



LOMPEC UNIFIED SCHOOL DISTRICT

PAYROLL ANALYST

JOB SUMMARY:

Under the direction of the Payroll/Benefits Manager, assist in leading the daily operations of payroll and organizational employee benefits programs and services; ensure employees are paid in an accurate and timely manner; train and provide consultation to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures. Perform highly complex payroll analysis functions in support of the payroll department; perform a variety of specialized technical accounting, payroll and benefit functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review and close regular and supplemental payrolls; generate computerized lists and reports; develop spreadsheets; assure accuracy and completeness of input and output data processed by Payroll Technicians.
- Analyze, audit and compile statistical information; prepare and maintain a variety of complex statistical and narrative records and reports related to audits, disbursements, and others as assigned; analyze, compile and submit reports to appropriate federal, State and other agencies; review and approve requisitions in accordance with established guidelines and policies as directed.
- Serve as a technical resource to District personnel concerning payroll functions; respond to inquiries and provide detailed and technical information concerning related salaries, deductions, leaves, transactions, practices, standards, records, issues, laws, regulations, policies and procedures. Research and respond to questions regarding district payroll policies and procedures or payroll data; prepare correspondence. Communicate with outside agencies to exchange information and resolve issues or concerns.
- Serve as a lead technical resource to District personnel concerning payroll systems and related payroll operations; respond to questions and provide detailed information by phone, e-mail, or site regarding benefits, and workers' compensation claims administration.
- Analyze compensation related data including wages, bonuses and retirement processes.
- Coordinate payroll data and relate statistical information of documents and provide payroll information to other agencies,
- Assure compliance with laws and regulations in the various payroll records, procedures and systems of internal controls to determine compliance,
- Assist auditors and provide required information,
- Train the assigned personnel and new employees; provide consultation to personnel concerning employee information,
- Respond to inquiries regarding a variety of procedures and requirements including payroll and benefit procedures,
- Processes and evaluates and assures proper administration of Workers' Compensation claims as assigned,
- Troubleshoot and resolve employee issues and concerns
- Operate a computer and assigned software; type an input data
- Assist auditors and provide required information and coordinating necessary project activities; assist other personnel within the department to support them in the completion of their work activities.
- Communicate with personnel, auditors, consultants and outside agencies to exchange information and resolve issues or concerns; collaborate and interface with school site Administrators and staff.

- Attend meetings and in-service trainings related to assigned activities; assist in coordinating and planning District-wide workshops and trainings; train and provide guidance to Administrators and District staff.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: associate's degree in business administration, accounting, or related field and three years increasingly responsible experience in professional accounting working with payroll and benefits administration and evaluation. Some experience in a school or governmental setting desirable.

Licenses and other Requirements

- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Knowledge of:

- Ed Code/Labor Code/Merit System/CalSTRS/CalPERS
- Leaves/LFT and CSEA bargaining contracts/union procedures
- Principles of payroll and benefit administration.
- Budget preparation and control.
- Payroll and workers compensation programs.
- Principles of accounting, bookkeeping and financial record keeping.
- Employee benefit packages and insurance programs.
- Summary plan descriptions, vendor contracts and related forms.
- Collective bargaining agreements and procedures.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Arithmetic computations.

Ability to:

- Assist in the training of assigned personnel.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Provide consultation and technical expertise to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures.
- Process, evaluate and assist employees with the completion of enrollment forms.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Prepare and maintain a variety of reports, records and files related to assigned activities.
- Compare numbers and detect errors efficiently.

Payroll Analyst

- Perform arithmetic calculations quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Office environment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Generally, the job requires 80% sitting, 10% walking, and 10% standing.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

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Salary Range: 44