

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: PAYROLL/ATTENDANCE TECHNICIAN (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the Chief Business Officer perform a variety of technical payroll accounting duties to assure classified and/or certificated employees are paid in an accurate and timely manner; prepare and maintain a variety of automated and manual records and reports related to the payroll function; monitor financial activity of assigned budgets and accounts; perform a variety of duties related to attendance accounting and record-keeping for the District; maintain confidentiality of sensitive and privileged information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties in the preparation of payroll for certificated and/or classified personnel; maintain confidentiality regarding issues related to negotiations and collective bargaining matters; receive and audit organizational time reports for classified and/or certificated employees; process and evaluate a variety of payroll-related forms and applications; assure District employees are paid in an accurate and timely manner.

Process certificated and classified payroll; input time sheet information including deductions and other miscellaneous payroll items into an assigned computer system; generate computerized lists and reports; assure accuracy of input and output data; perform audit of payroll data before finalizing as assigned; process check requests and cancellation.

Compile information and prepare and maintain a variety of records and reports related to assigned duties, including employee information, time sheets, pay rates, salary adjustments, payroll data, budgetary information, attendance and assigned duties; submit payroll reports to appropriate personnel for processing; prepare checks or vouchers for distribution; verify checks were received by District sites and personnel as assigned.

Monitor financial activity of assigned District site budgets and accounts; input a variety of budgetary and other financial data into an assigned computer system; maintain various automated records, spreadsheets and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements as assigned; perform budget revisions and transfers as requested according to established procedures.

Perform a variety of duties related to attendance accounting and record-keeping for certificated personnel and students; perform daily audits for certificated absences for District sites; input certificated attendance and various leaves; collect regular student attendance reports for District sites and compile student attendance information as assigned; run various attendance reports as assigned and correct discrepancies in assigned systems.

Serve as a resource for personnel and answer attendance questions regarding leave type, dates, times

and substitute information on a daily basis; assist with public inquiries, information requests and record requests; communicate with personnel, various departments and various outside agencies to exchange information and resolve issues or concerns.

Attend a variety of meetings including payroll, human resources, budget and department staff meetings as assigned; attend related workshops and trainings as assigned by the position.

Operate a variety of office equipment including a calculator, copier, fax machine, printer, folding machine, stuffing machine, postage machine, shredder, scanner, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques involved in payroll preparation and processing.
Preparation, maintenance, verification and processing of payroll records and reports.
Organizational payroll policies and objectives.
Financial and statistical record-keeping techniques.
Applicable laws, codes, regulations, policies and procedures.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Arithmetic computations.
Attendance policies, procedures, terminology and attendance accounting methods.
Preparation, review and control of assigned budgets and accounts.
Preparation of financial statements and budget reports.

ABILITY TO:

Perform a variety of technical duties in the preparation of payroll for certificated and/or classified personnel.
Learn, interpret, apply and explain applicable laws, codes, policies and procedures.
Assure employees are paid in an accurate and timely manner.
Prepare and maintain a variety of automated and manual records and reports.
Interpret, apply and explain laws, rules and regulations related to payroll activities.
Process payroll and related records for payrolls.
Monitor, audit, adjust and reconcile payroll data.
Perform a variety of duties related to attendance accounting and record-keeping at an assigned school site involving frequent and responsible public contacts.
Prepare, maintain and account for attendance records and reports.
Identify, investigate and resolve financial errors and discrepancies.
Operate a variety of office equipment including a computer and assigned software.
Compare numbers and detect errors efficiently.
Communicate effectively both orally and in writing.
Assemble, organize and prepare data for records and reports.
Work confidentially with discretion.
Establish and maintain cooperative and effective working relationships with others.

Monitor financial activity of assigned budgets and accounts.
Review, process, evaluate and verify a variety of budgetary and financial information.
Maintain accurate financial and statistical records.
Reconcile, balance and audit assigned budgets and accounts.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level coursework in accounting or related field and two years clerical accounting experience including one year payroll experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting and standing for extended periods of time.
Lifting, carrying, pushing and pulling moderately heavy objects.
Reaching overhead and above shoulders to retrieve files and materials.
Bending the waist, kneeling or crouching to file and retrieve materials.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.