



## JOB DESCRIPTION

**Position Code:** 514  
**Classified Group:** CSEA  
**Salary Range:** 31  
**Work Days:** 260  
Page 1 of 3

**POSITION TITLE:** Payroll Specialist

**DEFINITION:** Under general direction, performs complex payroll accounting functions in analyzing, recording and monitoring of district general and special funds, preparing financial analyses and special studies; performs audit procedures and monitors compliance with fiscal accountability; Interprets and applies district policy and budget codes.

**DIRECTLY RESPONSIBLE TO:** Manager, Payroll

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Responsible for the distribution, coordination, and completion of payroll assignments.
2. Performs audit procedures and monitors compliance with fiscal accountability.
3. Responsible for payroll system testing, maintenance, and development of recommendations.
4. Performs complex technical work involving fiscal and operating reports, documents and records.
5. Reviews and reconciles all district trust funds and payroll and benefit adjustments to verify funds, and budgetary classifications and completeness.
6. Responsible for reconciling all district trust funds to the General Ledger.
7. Prepares journal entries, worksheets, and auditable fiscal records of cancels, workers' compensation adjustments, incorrect social security numbers, stale dated warrants, benefits adjustments, year-to-date history, refunds and overpayments.
8. Provides information on district financial transactions, budget detail, accounting procedures, benefit balances and related matters.
9. Responsible for balancing all payrolls once submitted to technology services for processing for internal controls and fiscal accountability compliance.
10. Works independently and balances monthly with the Sacramento County Office of Education (SCOE) with respect to trust funds, Federal Tax, State Tax, FICA, and Medicare by maintaining a separate ledger in a spreadsheet.
11. Balances and prepares the quarterly State Unemployment Insurance (SUI) returns.
12. Researches any discrepancies in year-to-date figures, makes adjustments to payroll and payroll history.
13. Balances benefit voluntary deductions by inputting proper adjustments before requesting direct payments to the vendors.
14. Processes and records all warrants and voids and is responsible for canceling warrants and requesting stop payments on-line with the County Treasurer's office for payroll warrants, as part of fiscal accountability.
15. Responsible for balancing the W-2's, which has a district-wide effect, including the use of district vehicles, imputed life insurance, deferred comp, and dependent care.
16. Prepares any necessary W-3C's for adjusted W-2's.
17. Performs related duties as assigned.

## **QUALIFICATIONS:**

### Education and Experience:

Any combination equivalent to an associate's degree in business or accounting, or a minimum of four years of increasingly responsible experience in financial and statistical recordkeeping, preferably in a school district or working with an automated financial system.

### Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

### Knowledge, Skills, and Abilities:

- Knowledge of accounting and statistical principles, procedures, and terminology
- Knowledge of the proper methods and practices in regard to public school payroll systems
- Knowledge and skill in the use of computers and assorted software programs
- Ability to analyze and learn complex laws, regulations, rules and policies
- Ability to perform computational tasks with speed and accuracy
- Ability to communicate effectively both verbally and in writing with all levels of district staff and external agencies
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to establish and maintain records, and maintain confidentiality of privileged information obtained in the course of work
- Ability to direct, instruct, and facilitate others in their work assignments
- Ability to lead others through an effective problem solving process
- Ability to understand both verbal and written instruction
- Ability to work effectively with all levels of district staff and external agencies
- Ability to analyze situations and adopt an effective course of action
- Ability to maintain regular, punctual attendance

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff with frequent interruptions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about the facilities to conduct work, including remaining in a seated position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

Payroll Specialist  
Page 3 of 3

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 8/22/2017  
Board Adopted: 4/24/2001  
Revised: 8/2/2017