GATEWAY UNIFIED SCHOOL DISTRICT

4411 Mountain Lakes Boulevard
Redding, CA 96003

JOB DESCRIPTION: **PAYROLL / BENEFITS CLERK**
DEPARTMENT: **BUSINESS SERVICES – DISTRICT OFFICE**
REPORTS TO: **DIRECTOR OF BUSINESS SERVICES**
RANGE: **B**

DEFINITION

Under the supervision of the Director of Business Services or designee performs a variety of general clerical functions in connection with maintaining and verifying payroll records and reports; District sponsored benefits; handles confidential information and other related work as required.

DISTINGUSHING CHARACTERISTICS

This is a confidential position requiring a high degree of clerical skills which will be used to provide the best possible support services.

ESSENTIAL FUNCTIONS

1. Assists in calculating and verifying accuracy of timecards.
2. Assists Payroll Technician with payroll data entry.
3. Provides counseling and interpretation to employees on all health and welfare, retirement and supplemental insurance programs (e.g. medical/dental/vision, STRS, PERS, 403(b), 457, Section 125) to ensure compliance with District policy and procedures.
4. Assists in answering employee questions regarding payroll and benefit issues, complaints and concerns.
5. Processes and distributes warrants for employee benefit programs and voluntary deductions.
6. Reconciles and processes timely premium payments to employee benefit carriers.
7. Responsible for preparing all employee leave notification letters communicating rules of FMLA, CFRA and Worker's Compensation/Industrial Leave.
8. Responsible for completing employment verifications and benefit audits for unemployment insurance, state disability insurance and worker's compensation.
9. Coordinates open enrollment for all benefit programs (e.g. scheduling educational sessions, health fair, and carrier presentations).
10. Communicates with District administrators, bargaining units, employees and insurance carriers for the purpose of distributing benefit information and providing benefit expertise.
11. Prepares annual work day calendars.
12. Tracks hours worked for PERS compliance and monitoring.
13. Tracks hours worked for monitoring Affordable Care Act (ACA).
14. Tracks certificated substitute work days.
15. Maintains files for position control forms.
16. Monitors and posts employee leave transactions.
17. Prepares correspondence and memos for employee leave monitoring.
18. Disseminates payroll and Accounts Payable warrants to schools and departments as directed.

ESSENTIAL FUNCTIONS (cont.)

19. Assists with Federal time accounting.
20. Prepares monthly California Employment Development Department New Employee Report.
21. Prepares quarterly Multiple Worksite Report.
22. Courier runs to County Office of Education as assigned.
23. Collects, compiles, processes and maintains a variety of fiscal and payroll related records and files.
24. Performs general clerical duties, including sorting, filing, duplicating, searching, answering the telephone and responding to informational inquiries.
25. Assists with other District Office functions as requested.
26. Performs other related duties as assigned.

REQUIREMENTS

1. Type or keyboard at 45 net words per minute or a 5-minute timed writing (Outside certificate is acceptable).
2. Pass the General Clerical Exam administered by the District at the 70th percentile or above.

QUALIFICATIONS

Knowledge of:

1. Practices pertaining to payroll and benefits accounting and fiscally related record management systems.
2. Manual and computer-assisted payroll record management systems.
3. Computer hardware and software application programs commonly used in payroll operations.
4. Payroll related report preparation and format.
5. Legal mandates, policies and operational guidelines pertaining to payroll and benefits.
6. School district budgeting.
7. State School Accounting Manual.

Ability to:

1. Skillfully operate a computer and other standard business related equipment.
2. Understand and carry out oral and written directions.
3. Establish and maintain cooperative working relationships.
4. Communicate effectively with staff with a broad range of experience and knowledge.
5. Make arithmetical calculations with speed and accuracy.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arms and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand. The employee must

PHYSICAL DEMANDS (cont.)
occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION
Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

- One year of experience in general payroll and benefits clerical functions, including experience involving automated record management systems.

Education:

- Equivalent to the completion of the twelfth grade, supplemented by coursework or training in financial record maintenance, payroll and benefits clerical activities or closely related areas.