GATEWAY UNIFIED SCHOOL DISTRICT
4411 Mountain Lakes Boulevard
Redding, CA 96003

JOB DESCRIPTION: PAYROLL TECHNICIAN

DEFINITION
Under supervision of the Director of Business Services performs responsible payroll accounting record management functions, involving the use of manual and computer-assisted record management, storage and retrieval systems; monitors, audits and prepares a variety of payroll related reports, records and summaries; handles confidential matters related to the district collective bargaining process and to do other related work as required.

DISTINGUSHING CHARACTERS
This is a confidential position requiring a high degree of organizational, planning and general business skills which will be used to provide the best possible support services.

ESSENTIAL FUNCTIONS
•Establishes and maintains payroll accounting fiscally related records and reports.
•Processes a variety of documents including payroll registers, employee status reports, insurance detail and a variety of other documentation.
•Receives, reconciles and audits computer payroll output reports.
•Prepares State and Federal payroll related documents and reports.
•Processes payroll documents and reports for accuracy and adherence to legal mandates, policies and operational guidelines.
•Assists in the research distribution of fiscal and payroll related reports required by District and County operational units.
•Verifies and release payroll warrants and various payroll documents.
•Processes regular and supplemental payroll
•Processes district health insurance premium payment and records
•Maintains employee sick leave and vacation records.
•Provides routine responses to verification of employment request, unemployment audits, workers compensation information.
•Processes monthly accrual warrants.
•Assists the Director of Business Services in the preparation of materials necessary for compensation calculations for negotiation purposes.
•Assists with other district office functions as requested.
•Performs other related duties as assigned.

REQUIREMENTS
•Type or keyboard at 60 net words per minute on a 5-minute timed writing (Outside certificate is acceptable).
•Pass the General Clerical Exam administered by the district at the 70th percentile or above.

QUALIFICATIONS
Knowledge of:
•Practices pertaining to payroll accounting and fiscally related record management systems;
•Manual and computer-assisted payroll record management systems;
•Computer hardware and software application programs commonly used in accounting and payroll operations;

QUALIFICATIONS (cont.)

Knowledge of:

•Payroll related report preparation and format;
•Legal mandates, policies and operational guidelines pertaining to payroll;
•School district budgeting;
•State School Accounting Manual.

Ability to:

•Perform complex payroll accounting functions;
•Audit, review and effectively compile payroll reports, records, and related summaries;
•Skillfully operate computer terminal and other standard business related equipment;
•Make complex arithmetical calculations with speed and accuracy;
•Understand and carry out oral and written directions;
•Establish and maintain cooperative working relationships;
•Communicate effectively with staff with a broad range of experience and knowledge.

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 hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
•While performing the duties of this job, the employee is regularly required to sit; use hands 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 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 considered. A typical way to obtain the required knowledge and skills would be:

Experience:

•Four (4) years of responsible experience in payroll record management, auditing and reporting
•Previous school district experience.

Education:

•High School diploma or the equivalent, supplemented by coursework or training in payroll accounting and business practices and procedures.
•AA degree in business or related field.