

**27J SCHOOLS**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Payroll Technician

**Date Prepared or Last Modified:** November 1, 2017, Reviewed December 2020

**Work Year:** 12 months

**Department:** Finance Department

**Reports To:** Payroll Manager

**SUMMARY:** Assists with the technical and analytical activities of the District's monthly payroll cycle related to computerized payroll accounting by processing, verifying and distributing payroll while maintaining a high level of confidentiality. Audits and processes payments and prepares financial reporting of employee life, medical, dental and vision insurance premiums. Receives and processes employee garnishments ensuring compliance with state and federal regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

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|-------|-----|---|
| M     | 22% | Assists in the development of the payroll calculation and proofs input accuracy. Balances payroll calculation to ensure timely and accurate payroll. Assists in developing the actual payroll run and various reports related to payroll. Prints, signs, bursts, stuffs and distributes payroll checks/stubs.   |
| D/W/M | 23% | Reviews, verifies, enters and edits absences and time worked for all classified employees into automated timekeeping system and/or computerized payroll system. Verifies substitute pay through Aesop system to ensure accuracy.  |
| M     | 5%  | Assigns, enters, verifies, compiles, adjusts and reconciles employee and district health, dental, vision, and life insurance liabilities for payment through accounts payable. Prepares statistical reports for annual audit of self-funded dental program. Assists in reconciling payroll deductions and employer-paid benefits that are not paid by accounts payable and initiates payment. |
| W/M   | 11% | Audits, verifies and enters employees' salary, benefit, and deduction data submitted by Human Resources through a Personnel Action Request (PAR) form for accuracy and internal controls. Assigns and enters appropriate account numbers for each employee's salary and benefits to ensure proper charge to accounting system.  |
| D     | 19% | Responds to inquiries and complaints, properly handles situations, and/or directs callers to appropriate staff or appropriate administrator. Advises and provides solutions to employee questions regarding payroll related issues.   |
| D     | 6%  | Receives wage garnishments, calculates amount to withhold, notifies employees and the courts of amount withheld and notarizes legal documents.  |
| M     | 3%  | Calculates, tracks, and verifies Temporary Leave Bank hours used and Temporary Leave pay back to report back to Human Resources.  |
| M/A   | 2%  | Maintains filing system for employee timesheets and insurance billing statements and ensure documents are archived appropriately based on state and federal requirements.   |

- M 3% Calculates employee accrued leave payoffs and adjust employees leave balances or accruals as necessary.
- D/W/M 5% Establishes and maintains direct deposit information for all employees.
- Ongoing 1% Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING:** Associate’s Degree or equivalent training and or experience.

**EXPERIENCE:** 2 years or more of experience in payroll, accounting, bookkeeping or general clerical office within an education environment.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Computer software skills, basic communication (oral and written), business and math skills. Operating knowledge of and experience with microcomputers, Microsoft Word and Excel, and general office equipment. Operating knowledge of and experience of Alio required within 2 months after hire.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** None required.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** None required.

**JUDGMENT AND DECISION MAKING:** This position requires independent judgment, analytical skills, and technical knowledge of payroll procedures and accounting systems to process payroll timely and accurately, assist employees with payroll and benefits questions, and maintain accurate reports and files. Assignments are generated through the payroll system on a monthly basis. Assignment changes are forwarded from the Human Resource Department and audited in payroll to be adjusted in the computerized payroll system. Work is assigned by volume and on a timeline basis; special projects assigned by supervisor. Determine accurate number of hours worked in a pay period, adjust timesheet to report correct hours worked, when affecting supplemental time, overtime, or time missed. Ensures compliance with FLSA rules and the Certified/Classified agreement. Decisions are a collaboration between the Finance and Human Resource Departments. The Payroll Manager is always involved in making a decision.

**DIVERSITY OF DUTIES:** Preferred knowledge of basic accounting, payroll, computer software, insurance, local, state and federal employment laws. Knowledge of position control and general ledger account numbers to ensure balancing to the Financial Management System. While performing the duties of this job, the employee is regularly required to analyze, communicate, and use interpersonal skills. Frequently required to compare, coordinate, compute, synthesize, evaluate, and compile.

**SAFETY TO SELF AND OTHERS:** Low exposure to self to bruises and cuts due to typical office accidents and to repetitive motion injuries due to keyboarding.

*The physical demands, work environment factors, and mental functions described below 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.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually quiet.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to analyze, communicate, and use interpersonal skills. Frequently required to compare, coordinate, compute, synthesize, evaluate, and compile. Occasionally required to copy, instruct, and negotiate.