TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Accounting Payroll Technician **CLASSIFICATION: Classified**
DEPARTMENT: Business Services and Operations **Range: 20**

DESCRIPTION OF POSITION

Under the supervision of the Director, Fiscal Services performs duties relating to the accounting functions of Payroll and related reports.

REPRESENTATIVE DUTIES

- Process all pertinent payroll documents for employee/employer deductions, salary earnings, docks, taxes and garnishments; audit payroll system calculation, reconciling any differences; submit balanced payroll and required documentation to reviewing agency by specified timelines. Prepare paperwork for payroll adjustments/corrections as necessary. E
- Gather data, prepare spreadsheet, calculate differences to process retroactive salary increases as necessary. E
- Ensure that business department approval is obtained before any new positions or status changes are activated in the district's payroll system. E
- Maintain accurate payroll encumbrances throughout the year. E
- Assists Human Resources Department staff in establishing, maintaining, and analyzing procedures to administer district personnel and benefits policies. E
- Assist in supporting position control between the Business and Personnel departments. E
- Establish and maintain payroll vendor deduction information in payroll system. E
- Functions as employee contact to inform employees of and assist with the completion of necessary forms including health benefit enrollment/change, voluntary benefit deduction, tax shelter and federal/state withholding forms. E
- Prepare and maintain various spreadsheets for class overage payments, Section 125 flex account, 457 deductions, deferred net pay, payroll earning changes by pay type, mandated costs salary/benefit information and annual cost of certificated step/column movement. E
- Maintain appropriate retirement information for employees to include CalPERS and CalSTRS automated systems. Audit and provide necessary calculations for correct reporting of retirement information. E
- Set up and maintain district-paid benefit and voluntary benefit plan enrollment data for employees in vendor software and financial system. E

ADDITIONAL DUTIES

- Provide accounts receivable with necessary payroll documentation on a monthly basis for timely billing of employee services (i.e. TUTA release time and inter-district/county office ROP and SELPA services.) E
- Process monthly payroll advices/warrants, and employee voluntary deductions. E
- Coordinate unemployment insurance claims and provide necessary information to third party administrator. E
- Prepare accurate payments and reports as required by outside firms and agencies such as Employment Development Department for quarterly reporting of state income tax, state unemployment insurance and multiple work-sites; North Bay Schools Insurance Agency (JPA) worker's compensation premium and all health benefit premiums to appropriate vendors. E
- Reconcile monthly health and welfare suspense accounts and prepares journal entries, as necessary. E
- Prepare and submit necessary pay history adjustments for approval by the Solano County Office of Education. E
- Responsible for adding third-party payments, balancing and submission of final report to Solano COE for preparation of employees' annual form W-2. Files corrected forms, when necessary. E
- Complete miscellaneous reports to include CMS Medicare updates and annual Health & Welfare Data collection.
- Cross-trains with other business functions in the department.

E = Essential Duties as required by the American with Disabilities Act

KNOWLEDGE

Methods, practices, principles, trends and procedures preferably in school district payroll processes; legal mandates, policies, regulations and operational guidelines pertaining to school district payroll and computer based payroll programs.

SKILLS AND ABILITIES

- Perform complex financial record keeping.
- Make complex calculations quickly and accurately.
- Prepare and accurately compile detailed financial and statistical reports.
- Interpret and apply legal mandates, policies, regulations and operational guidelines to complex financial control processes.
- Understand and carry out oral and written directions.
- Perform job functions with minimal supervision demonstrating initiative and the ability to error check own work.
- Read and write at a level sufficient for the performance of assigned duties.
- Establish and maintain effective organization and outstanding customer service.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE

- Any combination of training, experience and/or education equivalent to two years of fulltime equivalent paid payroll, attendance reporting or accounting experience including working with an automated financial system.
- College level training in finance, accounting, payroll, business administration or closely related field may be substituted for up to one year of experience on the basis of training.

PHYSICAL DEMANDS

Frequency Key	
None	(1)
Occasional (up to 25% of shift)	(2)
Intermittently (up to 50% of shift)	(3)
Frequently (up to 75% of shift)	(4)

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	2
Twist	2		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	3
Kneel	2		Lift/carry 41-100 lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	3		Sit	4
Extend/Flex Neck	2		Drive	4
Use Right Hand	4		Perform Repetitive Hand Motions	3
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.