



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: PAYROLL ACCOUNTING TECHNICIAN

REPORTS TO: Manager of Accounting

SITE: District Office

CLASSIFICATION: Classified Bargaining Unit

WORK YEAR: 12 Month

SALARY: Range 146 – Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: June 9, 2022

JOB SUMMARY:

Under general supervision, perform specialized and complex payroll accounting duties involved in the preparation and distribution of classified and certificated payrolls; and perform other related duties as assigned.

CLASS CHARACTERISTICS:

Positions in this class require knowledge of a body of standardized rules, procedures, and operations acquired through moderate training and experience. Incumbents perform a full range of technical clerical assignments and resolve recurring problems. The supervisor assigns additional related payroll duties and defines objectives and deadlines. The employee plans and carries out these tasks and handles problems in the work assignment in accordance with instructions, policies, or previous training. The work consists of duties that involve payroll related steps, processes or methods. Actions to be taken or responses to be made may differ due to such factors as the source of information, the kinds of transactions or entries, or other differences of a factual nature. Employees in this class have significant contact with all district employees, including retirees, the purpose of which is to clarify or give facts or information.

ESSENTIAL FUNCTIONS:

1. Prepare classified and certificated payrolls as assigned including regular, variable, manual and supplemental payrolls; ensure accuracy of various codes on payroll documents and adjust; and balance and reconcile monthly payroll statements and records.
2. Compute payroll figures including gross salary, taxes, retirement, and retroactive adjustments; verifies accuracy of computer runs for payroll and deductions.
3. Post sick leave and vacation balances, worker's compensation, and other leave accruals.
4. Receive and review employee deduction requests; audit employee deductions to ensure accuracy of deduction registers; calculate tax withholding; process and reconcile tax sheltered annuities.
5. Ensure payrolls are calculated in compliance with district policies and collective bargaining contracts.
6. Summarize payroll records for preparation of reports.
7. Provide information to employees on matters involving payroll calculations, employee deductions, and payroll record keeping procedures.
8. Calculate and prepare retroactive pay raises.
9. Work closely with Human Resources Department staff and the County of Education to ensure employee information is accurate for payroll preparation and retirement system reporting.
10. Maintain current knowledge of changes in collective bargaining contracts, and state and federal laws and regulations concerning employment, pay, and benefits issues.
11. Perform other related duties as assigned.

Employment Standards:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- High school diploma plus course work in accounting, business, and records management.
- Two (2) years experience of accounting support in keeping and reviewing financial or statistical records or payroll experience.

KNOWLEDGE OF:

- Principles and practices involved in payroll administration.
- Payroll, benefit and retirement system program policies, regulations, and procedures.
- State and Federal employment and payroll laws and regulations.
- STRS/PERS retirement system plans, employer/employee contribution amounts, and membership regulations.
- District payroll policies and procedures and leave and payroll-related provisions in collective bargaining agreements.
- Pertinent sections of collective bargaining agreements for employee contract rules and regulations pertaining to payroll preparation.
- Automated payroll and benefit accounting system.
- EXCEL spreadsheet and word processing applications.

ABILITY TO:

- Apply pertinent, laws, rules, and regulations pertaining to payroll administration.
- Input and audit data quickly and accurately.
- Make arithmetic calculations with speed and accuracy.
- Prepare financial summaries and reports.
- Analyze procedural matters and resolve problems.
- Prioritize and schedule work tasks independently to meet payroll deadlines.
- Communicate clearly orally and in writing.
- Operate a computer, payroll software, and standard office equipment.
- Operate a 10-key calculator by touch.
- Keyboard at a speed of 45 wpm.
- Establish and maintain effective working relationships with those contacted in the course of work; and work productively and cooperatively with others of diverse cultural and socio-economic backgrounds.
- Remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Organize and prioritize work to meet deadlines and timetables.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL REQUIREMENTS:

- Ability to read fine printed material including data and information on a computer screen.
- Ability to hear conversation in person and on the telephone.
- Ability to speak in an understandable voice.
- Ability to operate a computer keyboard, copier, calculator and related office equipment.
- Ability to sit for extended periods of time.
- Mobility to move from desk to cabinets and files within a department.
- Ability to lift up to 20 pounds.
- Ability to work in moderate to high noise level working environment.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprint.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

Click on the links below to view our District's Racial Equity Policy and Regulation.

- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)
- [Equity Flyer](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.