

|  |                  |
|--|------------------|
| Position: Payroll Technician               | FLSA: Non-exempt |
| Department: Financial Services             | Salary Grade: 17 |
| Reports to: Director of Financial Services |                  |

### OVERALL OBJECTIVE AND SUMMARY

Under the direction of the Director of Financial Services, ensures the timely preparation and maintenance of certificated and classified payrolls. Maintains records and prepares reports related to payroll. Performs advanced technical and clerical accounting and financial record keeping activities involving the preparation, processing and maintenance of the payroll. Prepares and maintains appropriate accounts involving posting and balancing.

This position requires an understanding of payroll systems and the laws, regulations, and reporting requirements. Incumbents at this level must also demonstrate competency in the audit of payroll transactions and systems.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate and participate in the processing of all District payrolls including computation and posting of employee time, subtraction of appropriate deductions and preparation of required reports.
- Assure payroll timelines are met; maintain payroll controls; assure that proper procedures, policies, rules and regulations are applied to payroll activities. Check payrolls for compliance with rules, regulations and policies.
- Prepare regular and variable payrolls for administrative, certificated, classified and student personnel; prepares retirement reports. Compute payroll deductions including those for retirement, union dues, tax sheltered annuities, credit union, withholding taxes and insurance.
- Confer with data processing and accounting personnel at the County Office of Education concerning payroll programs and procedures. Reconcile District payroll with the County monthly.
- Interpret and explain payroll policies to employees.
- May train other employees assigned to payroll; review work, answer questions and assist with the more complex computations.
- Audit and update regular and supplemental payrolls, adding new employees and calculating proper deductions; maintain current payroll records for all employees.
- Advise administration of any state and federal changes in payroll policies.
- Prepare retirement and withdrawal forms and reports for both certificated and classified pay systems.

- Ensure that payroll records are up-to-date and include the necessary job and demographic information for accurate group benefit and retirement plan coverage and deductions. Oversee and post changes to District records.
- Work with accounts payable and receivable documents relating to payroll, insurance, and other benefits.
- Maintain absence and sick leave records for all employees and prepares and distributes sick leave balance forms for each employee. Prepare a variety of reports.
- Provide information to employees concerning salaries, deductions, insurance rates and general payroll policies.
- Process wage verifications.
- May assist with the processing, open enrollment, and reconciliation of health and welfare benefits for employees, COBRA and retirees.
- Perform other duties as assigned that support the overall objective of the position.

## QUALIFICATIONS

### Knowledge of:

- The laws, regulations, and procedures that govern payroll and payroll processing.
- Integrated/automated payroll systems.
- Accounting practices and generally accepted accounting principles.
- Office practices, procedures and equipment, including filing systems, letter and report writing.
- Personal computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, and data entry onto custom data bases.
- Proper English usage, grammar, spelling, punctuation, proofreading/editing, and mathematics skills.
- Terminology, policies, practices and procedures of the area to which assigned.
- Telephone techniques and etiquette.
- Oral and written communication skills.

### Ability to:

- Perform all aspects of the position.
- Learn District policies and procedures.
- Learn the District's payroll system.
- Learn departmental procedures and standing instructions related to work performed.
- Prepare clear, complete and concise financial records and analyze accounting data and prepare financial statements pertaining to the area of specialization.
- Conduct technical research, complete complex arithmetic computations and prepare reports.
- Work with staff in a manner that encourages high morale and efficiency.
- Analyze situations and implement effective solutions.

- Learn applicable sections of the current negotiated labor contracts, Education Codes, and other applicable laws and regulations.
- Meet schedules and time lines.
- Apply and explain policies, procedures, rules, regulations and Education Codes involved in assigned activities.
- Work confidentially with discretion.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Type at a minimum rate of 40 words per minute from clear, legible copy and pass a qualifying skills test.

### PHYSICAL ABILITIES

This position requires:

- Sufficient hand-eye coordination to use a keyboard for routine typing, 10-key, and data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to recognize alphanumeric data.
- Some walking, standing, stooping, occasional carrying and lifting of lightweight materials.
- Speaking and hearing ability sufficient to hear over a phone and carry on conversations.

### EDUCATION AND EXPERIENCE

An Associate of Arts Degree in general business or accounting plus two years of experience in payroll processing and audit is desired. Additional experience may substitute for formal education.

### LICENSES AND CERTIFICATES

Typing certificate for 40 wpm