

**PAYROLL ACCOUNTANT****DEFINITION:**

Under direction of the Director of Fiscal Services, perform a variety of complex and specialized duties in the preparation, processing, maintenance, and distribution of District payrolls; verify and reconcile employee leave information; prepare, maintain and assure accuracy of a variety of employee payroll documents, information, records and reports.

**QUALIFICATIONS:****Required Knowledge of:**

- Principles and techniques involved in payroll preparation and processing
- School accounting procedures and terminology related to payroll
- Financial and statistical record-keeping techniques
- Verification and processing of payroll records and reports
- Applicable laws, codes, regulations, standards, policies and procedures
- Governmental payroll and retirement system policies and procedures
- Electronic data processing and office software applications including word processing and spreadsheets
- Modern office practices, procedures and equipment use

**Ability to:**

- Perform a variety of complex and specialized duties in the preparation, processing, maintenance and distribution of District payrolls
- Prepare and evaluate comprehensive payroll and retirement reports and statements; assemble, organize and prepare data for records and reports
- Maintain accurate financial and statistical records
- Monitor, audit, adjust and reconcile payroll data
- Identify, investigate and resolve financial errors and discrepancies
- Compare numbers and detect errors efficiently
- Perform arithmetical calculations with speed and accuracy
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Operate standard office equipment including a computer, calculator and assigned software
- Understand and communicate both orally and in writing in a clear, concise manner
- Plan, prioritize, and organize work to meet schedules and timelines
- Work independently with minimum supervision and make sound decisions necessary in the function of the position
- Establish and maintain cooperative and effective working relationships
- Work confidentially with discretion
- Display interpersonal skills, including tact, patience and courtesy

**Experience and Education**

- Two years of payroll and retirement experience preferred. (Experience in a school district or government agency desired)
- Degree in Business, Finance, or Accounting, or college-level coursework in accounting is desired

**DISTINGUISHING CHARACTERISTICS:**

Incumbents in this class work with limited supervision within a framework of standard policies and procedures to perform a variety of specialized accounting duties in the area of processing payroll and related compensation functions. Incumbents are responsible for independent judgments and solving problems related to the District's payroll and compensation policies and accompanying accounting procedures.

**PAYROLL ACCOUNTANT****ESSENTIAL FUNCTIONS:**

- Perform a variety of complex and specialized duties in the processing, maintenance and distribution of District monthly and variable payrolls to ensure employees are paid in an accurate and timely manner.
- Calculate and process payroll for employee salaries, retroactive pay adjustments, salary increases, overtime, stipends, and other wage items; calculate and verify employee time information including employee hours.
- Update employee payroll records for tax withholding, sick leave, voluntary deductions, leaves of absence, tax shelters, garnishments and other payroll data as needed.
- Verify, calculate, and reconcile employee leave information.
- Audit payroll data, records and reports for accuracy, completeness and compliance with established standards.
- Reconcile and balance monthly and variable payrolls and retirement reports.
- Identify and resolve errors and discrepancies; respond to inquiries.
- Develop and maintain payroll calendars and schedules.
- Generate computerized payroll reports.
- Develop and update computerized spreadsheets.
- Calculate and report creditable compensation information for CalSTRS and CalPERS.
- Coordinate and submit accurate and timely payroll data to County Office of Education for processing.
- Audit and verify billings for voluntary deductions; mail warrants as per vendors' instructions.
- Coordinate and submit payroll and leave information to disability carriers.
- Requests and/or issues replacement warrants and adjusts records accordingly.
- Complete verifications of employment.
- Coordinate W-2 wage reporting process with the County Office of Education.
- Act as information resource to District employees and benefits vendors regarding payroll, employee deductions, and related payroll procedures.
- Participate in the receipt, sorting, packaging and distribution of paychecks.
- Perform related duties as assigned.
- Share in the problem-solving and day-to-day operation of the department work.
- Assist in training of new Payroll Accountants.

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer; keyboarding.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment with frequent interruptions and come in direct contact with district staff and the public.