BUENA PARK SCHOOL DISTRICT

PAYROLL TECHNICIAN III

DEFINITION:

Under the general direction of the Director of Fiscal Services and/or Fiscal Services Manager, maintains, plans, manages a detailed and complex payroll system and calculations and the compilation of employee payroll and analysis; monitors and trains payroll support staff; perform independently a variety of technical and clerical duties; processes and audits employee time records, prepares specialized reports to assure that District employees are paid in an accurate and timely manner and implements District labor union contracts, laws and regulations related to payroll services; process payroll records and monitor data related to employees; assist in maintaining personnel records; and other related work as required. This classification is distinguished from other payroll positions such as Payroll Technician I and II in that the duties and responsibilities include training, support and verification of the work activities of other staff and performs and leads analytical and technical work and projects with minimal direction.

EXAMPLES OF DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of a specific duty does not exclude it from the position if the work is similar, related, or a logical assignment to the classification.

Performs highly skilled accounting tasks requiring the usage of significant initiative and independent judgment in development of necessary procedures and problem resolution resulting in accurate, complete and timely work products within rigid time schedules; performs financial, statistical and analytical record keeping; audits, analyzes, and processes a variety of payroll related information for all district employees; reviews employees' pay rates for compliance with union contracts, labor laws and district policy/procedures; maintains the district's payroll files and records; maintains and oversees the leave accrual and absence management system(s), leaves of absence, workers' comp and differential postings; processes and calculates retroactive payrolls and reconciles with County reports; determines employee overpayments/abatements, analyzes the effect on taxable and retirement earnings, establishes repayment arrangements; applies collective bargaining provisions of negotiated contracts related to payroll; reviews payroll aspects of new employees, salary changes/advancements, retroactive pay, workers' comp, employee retirement; verifies the accuracy of the district's data for the County's payroll system; responds to administrative staff, County, CalSTRS, and CalPERS requests or issues affecting employees' retirement; collaborates with payroll vendors and resolves issues and discrepancies; reconciles certificated and classified payroll register balances; provides monitoring, technical training and assistance to personnel concerning payroll activity; acts as an information source to the district, employees, and outside agencies on payroll and retirement matters; responds to employees payroll questions and concerns; prepares fiscal year end payroll accruals; assists auditors with required payroll information; leads and participates in reviewing, processing and auditing of employee time information and related reports and documents; and performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles, procedures, methods and techniques in budgeting, accounting, fiscal planning, payroll processing, financial analysis, advanced record keeping, bookkeeping, and presenting technical financial and payroll information; modern office practices, procedures, equipment and software systems (i.e., web-based financial systems, web browsers, and Microsoft Office Suite, or equivalent); applicable sections of State Education Code and other applicable laws; correct English usage, grammar, spelling, punctuation, and vocabulary; interpersonal skills using tact, patience, and courtesy.

Ability to:
Perform the essential functions of the job with or without reasonable accommodation; adhere to assigned work schedules and all applicable employment rules and regulations; perform complex payroll clerical work and duties related to payroll record-keeping; understand and apply applicable sections of the current negotiated labor contracts, State Education Code, and other applicable laws and systems; compile, organize, tabulate, and file data; maintain detailed records for a variety of employee groups; prepare statistical and financial reports; make mathematic computations with speed and accuracy; read, interpret, apply, and explain payroll rules, regulations, policies, and procedures; effectively operate a computer and other office equipment; meet schedules and timelines; work confidentially with discretion; establish and maintain cooperative and effective working relationships; ambulate to copy machines, other offices, etc.; effectively research, compile, analyze and prepare clear and concise payroll reports, data and presentations; perform analytical and technical work related to payroll services; learn, understand, explain, analyze, apply, adhere and keep-up-to-date with applicable federal, state, and local laws, regulations, policies, procedures, standards, codes and rules; effectively instruct, train, coordinate and lead the activities of payroll support staff; effectively manage, adjust, prioritize, handle and respond to changes at work and shifting priorities; effectively plan and assist and guide the work activities and workload of payroll support staff to meet timelines; exercise discretion and logical judgment in choosing appropriate courses of action; define issues, analyze problems and situations, evaluate alternatives and arrive at sound solutions; establish and maintain cooperative, working relationships with others; take initiative; and work independently and effectively with minimal supervision;

EXPERIENCE:
Four (4) years professional financial or statistical record-keeping experience, including payroll and employer taxes. The minimum experience requirement may be substituted for college education, that exceeds the AA requirement, on a year for year basis for up to two (2) years.

Public school district payroll experience is desirable.

EDUCATION:
An Associate of Art's degree in Accounting, Business Administration or a field closely related to the knowledge and ability requirements of this classification from an institution of higher learning, supplemented by training in accounting, payroll, and employer taxes. Alternately, a combination of two (2) years of college level accounting training, supplemented by significant training in accounting, payroll, and employer taxes may be considered.

Range 57
12 month calendar