

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: PAYROLL SPECIALIST

BASIC FUNCTION:

Under the direct supervision of the Assistant Superintendent of Business Services, perform specialized and technical payroll and fiscally related clerical functions in maintaining payroll, financial, employee-mandated benefit, and statistical records utilizing manual and computer-assisted processes; plan, organize, and perform audit monitoring.

ESSENTIAL DUTIES:

- Initiates collaboration and communication with business services department members to provide consistent, excellent customer services and participates in cross-training to support the office, especially as needed during the absence of other team members
- Performs specialized, technical functions in assembling, tabulating, calculating, verifying, and reconciling payroll, employee benefits, and fiscally related information and data.
- Performs technical fiscal audit and management operations related to payroll control functions.
- Assists in the revision, formulation, and implementation of improved payroll and fiscally related record management systems and procedures.
- Coordinates the classifying, posting, balancing, and verification of payroll and employee benefit records.
- Work effectively with vendors, other departments, and school personnel including outside agencies.
- Participate in year-end procedures and liability reports, including accruals.
- Utilizes business software, and is involved in continuous improvement process of staff development and product implementation.
- Prepares fiscal data management input material and analyzes, verifies, and reconciles system output reports.
- Makes complex mathematical calculations and verifies the computations for completeness and accuracy.
- Prepares and assists in the preparation of required local, state, and federal reports including 1099s and 941s, as required.
- Maintains, processes, and reconciles a wide variety of payroll documents and materials in compliance with established policies and regulatory guidelines (e.g. time sheets, PARS, direct deposits, W-4s, withholding information, involuntary contributions, worker's compensation, etc.)
- Maintains critical internal control functions to support strong fiscal responsibility.

OTHER REPRESENTATIVE DUTIES:

- Participates in job-related or District training as required.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, practices, and procedures pertaining to educational organization, payroll, accounting, and fiscally related record management systems.
- Automated payroll record management, storage, and retrieval systems.
- Financial and payroll related report preparation and format.

- Legal mandates, policies, and operational guidelines pertaining to payroll and fiscally related matters.
- Organization and planning methods, trends, techniques, and practices.
- Basic spreadsheet report preparation and formatting.

Ability to:

- Perform specialized, technical, and lead payroll clerical functions.
- Monitor, review, and analyze fiscal and financial files, records, summaries, and reports.
- Perform basic accounting functions, payroll audits, and analyses.
- Use a computer to perform complex technical tasks
- Make complex mathematical calculations with speed and accuracy and verify the results.
- Understand and carry out oral and written directions.
- Establish and maintain collaborative and cooperative working relationships.
- Perform critical and analytical thinking.

MINIMUM QUALIFICATIONS:

Experience:

Three years of increasingly responsible experience in accounting, fiscal record management and reporting, payroll or budget control record management and reporting. One year in a lead capacity and experience with public employee retirement systems is preferred.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in accounting, payroll, business office organization and planning processes, or closely related fields.

Personal Qualities:

- Independent worker
- Good organizational skills
- Maturity and good judgment
- Professional appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Commitment to professional courtesy
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Moderate noise level.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist
- Ability to frequently lift, push, pull, and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.
- Ability to see for the purposes of reading instructional materials, documents, and other printed matter, and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate office equipment with dexterity in a safe and efficient manner

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures, functions, and limitations of assigned cross-trained duties

SPECIAL REQUIREMENTS:

Applicants must successfully pass the skill test administered by the District and speak, read, and write in English.