



JOB DESCRIPTION

Payroll Technician



Reports to:	Executive Director of Fiscal Services	Employment Group / Salary Range:	CSEA Range R
Dept:	Fiscal Services	FLSA:	Non-exempt
Annual Work Days:	261	Formal Review Date: Board Approval Date:	6/30/23 7/10/23

PRIMARY FUNCTIONS

Under general supervision, performs a variety of technical payroll accounting duties to ensure District employees are paid in an accurate and timely manner; prepares, processes and reconciles payroll and timekeeping documents, accounting records and reports for certificated, classified, management and substitute employees; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Enters and maintains detailed and secure employee records with regards to payroll, benefits, salaries and related information; reviews and reconciles payroll records.
- Reviews, calculates and processes District timesheets for additional services, overtime and substitute work; verifies correct salary placement of District employees including longevity, paid time off and other incentive pay; CalPERS/PARs retirement contributions, deferred compensation and a variety of taxes.
- Provides effective customer service and communication to all employees on payroll-related matters in a timely and professional manner; assists District employees with CalSTRS, CalPERS and alternative retirement eligibility and reporting requirements and the activation of a variety of voluntary deductions such as direct deposit, supplemental insurance and tax-sheltered annuity accounts.
- Ensures timely and accurate close of payroll and confirmation process.
- Distributes, receives and processes benefits applications and forms including participating in open enrollment.
- Works directly with Fiscal Services staff for invoicing of employee and retiree insurance costs over benefits cap; inputs proper payroll deductions and reconciles statements for all benefits.
- Ensures all payroll and benefits duties are performed in a timely and accurate manner and are executed in accordance with all federal and state wage and hour laws, tax regulations, District policies and MOU guidelines.

OTHER DUTIES

- Gathers data for and participates in a variety of salary administration audits.
- Attends Payroll Advisory meetings as scheduled by the County Office of Education and other meetings and trainings essential to remaining current on payroll requirements.
- Recommends policy and procedure improvements to immediate supervisor and assists in implementing procedures relating to payroll and benefits issues; assists in coordinating the workflow between Payroll and District departments.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or GED equivalent plus college-level accounting, finance or business classes and three years of progressively responsible experience in full-charge bookkeeping or payroll processing, preferably for a school district or public sector entity; or an equivalent combination of training and experience. An associate degree is preferred.

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, concepts and techniques used in salary administration and financial services, including modern accounting principles, procedures and terminology.
- Payroll filing, recordkeeping and report preparation techniques.
- Operations of District's financial systems.
- District rules, regulations, and requirements related to salary administration and financial services.
- Federal and state tax regulations/withholding laws.

Skills and Abilities to:

- Comprehend and perform complex payroll work with accuracy under strict deadlines and with frequent interruptions.
- Interpret and apply payroll/personnel policies and procedures, salary and benefits resolutions, and Memoranda of Understanding (MOUs), District policies, federal and state laws, California Education Code and any other policies or regulations related to salary administration.
- Calculate mathematical equations with speed and accuracy and identify and correct errors in a variety of mathematical computations.
- Communicate effectively, both orally and in writing.

- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions and under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed