

CARDIFF SCHOOL DISTRICT
PAYROLL/ACCOUNTS PAYABLE TECHNICIAN

DEFINITION:

Under the supervision of the Director of Fiscal Services, performs specialized, responsible and complex accounting and clerical work related to the District's purchasing, receiving, accounts payable, benefits and payroll functions.

TYPICAL DUTIES:

- Reviews, verifies prepares, processes, and encumbers purchase requisitions ensuring the accuracy of vendor information and required authorizations, unit cost, extension price, tax, and shipping charges
- Determines price, availability, delivery, and terms for equipment, materials and supplies
- Contacts vendors by phone and mail to expedite orders and resolves problems
- Generates and encumbers purchase orders
- Checks items received and reconciles packing lists with original purchase orders and notifies vendors of discrepancies
- Processes invoices for payment and researches and processes lost, canceled, and replacement warrants
- Maintains auditable fiscal records and provides necessary documentation to auditors
- Prepares government-required tax reports, and other reports and summaries as required
- Maintains service contract files
- Develops specifications, obtaining quotations and bids
- Advise vendors on school District Policies and procedures
- Process hourly and salaried payroll as assigned; receive and audit employee timesheets and related documents; input, code and adjust timesheet information including deductions and contributions into an assigned computer system.
- Communicate with District personnel to resolve payroll issues, research information, and explain various policies, procedures, regulations, and requirements
- Provides assistance to employees and supervisors regarding pay, voluntary deductions, timesheets, wage assignments, attendance, and payroll expenses distribution
- Verifies employment
- Process and update employee records with direct deposit information as requested; process special payroll and benefits transactions such as corrections, changes, adjustments, reimbursements, and retroactive payments as needed
- Coordinates annual open enrollment for employee benefits
- Enroll, add, and delete employees to and from various benefit plans; compile, assemble, and disseminate enrollment packets and benefit forms and applications; process benefit adjustments
- Compile, calculate, and reconcile billings for medical, dental, vision, and other benefits for active and retired employees; collect, process, and follow up on active, former, and retired employee insurance payments; prepare and distribute deposits
- Maintains employee leave accrual records
- Provides information and responds to questions regarding purchasing, receiving, payroll and benefits-related policies, laws, rules, and regulations
- Compiles data, maintains spreadsheets, and prepares reports and routine correspondence as necessary

- Assists with sorting and routing of mail, answering of telephone calls, and collecting of developer fees
- Perform related duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern office methods and procedures, including the preparation of business correspondence, filing and standard office equipment operation
- Financial record keeping procedures
- Basic methods and terminology in purchasing transactions and payroll record keeping
- Employee benefit and insurance programs and procedures
- Use of common office computer systems and software including excel
- Correct English usage, spelling, grammar and punctuation

Ability to:

- Perform difficult accounting and clerical work with minimal supervision
- Establish, maintain, prepare, review and analyze reports and summaries
- Make complex arithmetical calculations with speed and accuracy
- Interpret, apply and explain complex rules, regulations policies and procedures
- Meet schedules and timelines
- Exercise tact and appropriate judgment in dealing with sensitive and confidential material
- Communicate effectively both orally and in writing
- Establish and maintain cooperative working relations
- Understand and carry out oral and written directions
- Operate a computer

EDUCATION/EXPERIENCE:

Any combination of education and experience which clearly demonstrates possession of the knowledge and abilities listed above. A typical qualifying background would include completion of high school or equivalent and three years of progressively responsible work experience in the accounting, purchasing, payroll, or employee benefits fields in a school district setting including complex record keeping, a high level of interpersonal contact, and independent judgment.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.