Job Description

Alameda Unified School District

Accountant - Payroll

Purpose Statement

The job of Accountant - Payroll is done for the purpose/s of providing support to department activities with specific responsibility for overseeing Confidential, Certified and Classified payroll. Ensuring that overall fiscal policies, practices and/or regulations meet compliance requirements; maintaining accurate account balances; and providing financial information, guidance and recommendations to the department administration, Superintendent, Board, and/or regulatory agencies.

This job reports to Assigned Administrator

Essential Functions

- Analyzes employee payroll and related information (e.g. timecards, verification of employment, requests for leave, garnishments, etc.) for the purpose of ensuring accuracy, documenting requirements and completing processing.
- Assists auditors (e.g. time sheets, payroll documents, salary information, etc.) for the purpose of providing information on internal processes, and coordinating activities in support of audit process.
- Compiles statistical and financial data (e.g. time sheets/payroll, salary adjustments, 125 plan deductions, etc.) for the purpose of providing internal and third-party reporting; developing providing financial summaries, and/or ensuring compliance with established guidelines.
- Implements procedures for the purpose of providing internal financial controls and ensuring compliance with County, State, Federal established accounting practices and regulatory requirements.
- Manages the month-end payroll process by checking for errors, budget code changes, processing of payroll warrants, maintains direct deposits and warrant information, etc. for the purpose of ensuring the delivery of accurate payroll information and delivering services in compliance with established guidelines.
- Orients new hires to District procedures (e.g. timecards, entry processes, submission timelines, etc.) for the purpose of ensuring of availability of employee data.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a wide variety of payroll-related documents (e.g. Federal/State tax deposits, payroll adjustments, verification of employment, garnishments, annual W2 controls, Workers Compensation checks, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides technical expertise and direction to staff and administration on payroll related financial activities for the purpose of conveying pertinent information regarding payroll operations and ensuring compliance with established policies, practices and regulatory requirements.
- Reconciles fiscal information and account balances (e.g. early termination, overpayment, sick leave adjustments, vacation payout, etc.) for the purpose of verifying accuracy of information, maintaining accurate balances and complying with accounting practices.
- Researches a wide variety of financial and administrative topics (e.g. payroll, benefit providers, salary status, time sheets, STRS/PERS inquires, etc.) for the purpose of providing information and/or recommendations for organizations operations.

- Responds to inquiries from a wide variety of internal and external sources (e.g. staff, insurance companies, government agencies, etc.) for the purpose of providing documentation for making decisions, assisting employees, taking appropriate actions and complying with established fiscal guidelines.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; standard office practices and procedures; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	6/14/2022	42

Revised Date