

LEAD PAYROLL/POSITION CONTROL TECHNICIAN

DEFINITION

Under direction, lead and perform a variety of complex technical work involving maintenance and support of various financial, payroll, and position control systems; and perform other related work as required.

ESSENTIAL FUNCTIONS

Perform any combination of the following – prepare district payrolls, reports, and related documents; post, assemble, tabulate, compute, compare, and file financial data; apply standard formulae and use predetermined guides to monitor adherence to laws, policies, and good accounting practice relating to payroll; perform data entry in payroll and position control systems; prepare reports utilizing computer spreadsheet applications; apply both classified and certificated rules and regulations in determining payments and retirement coding; review and analyze payroll data and ensure that all contracted positions are in accordance with staffing levels approved by the Board; evaluate and assign budget codes for personnel requests; collaborate with budget staff and Human Resources to resolve any data discrepancies; may assist in the budget development process; compute and initiate adjustments for correction of salary payment and deductions; reconcile voluntary deduction warrants with statements; maintain, prepare, change, and audit payroll and position control data retained in computer and other systems; answer correspondence and inquiries regarding assignment data, time reporting methods, and rules and regulations regarding payroll matters; work under considerable pressure of deadlines and work volume, exercising independent judgement with regard to financial matters; provide discreet payroll information, as authorized by subpoena or supervisors, to loan companies, courts, public agencies, and other units of the District; develop reports to extract data from position control and County financial systems to ensure accuracy of data input and maintenance; assist in the creation and maintenance of all essential master tables, salary schedules, and work calendars for position control and County financial systems; plan, organize, and lay out assigned skilled tasks of payroll personnel for payroll and position control related functions to ensure accurate and timely preparation of all payroll related fiscal activities; review, develop, and recommend adoption and/or revision of procedure and practices related to the processing of payroll and position control adjustments; provide cross-training and backup support to payroll and position control personnel as needed to manage fluctuating workloads or as directed by the supervisor; may coordinate the work of others; may provide input into the evaluation of payroll and position control personnel; and perform other related duties of equal complexity as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Laws and regulations applying to school district payrolls delineated by state retirement systems and Federal/State regulations;
Standard methods, terminology, and practices of bookkeeping, payroll, and financial recordkeeping;
General office practices, procedures, and terminology;
Complex mathematical computing and record checking;
Financial and fiscal report preparation and format;
Standard office machines, equipment, and computers.

Ability to:

Independently prepare accurate financial and statistical statements, summaries, and reports;
Make mathematical calculations and verify computations with speed and accuracy;
Effectively operate standard office equipment, including computer and peripheral equipment;
Understand and follow oral and written instructions;

Ability to (continued):

Complete routine tasks willingly;
Remain flexible under the pressure of a heavy workload and critical deadlines;
Work with a minimum of supervision;
Read and understand employee payroll and position control information;
Apply district policies, regulations, and procedures judiciously;
Learn and adapt to new procedures, systems, and policies, and applying them with good judgement in a variety of procedural situations;
Communicate effectively orally and in written form;
Analyze situations and adopt an effective course of action or resolution;
Plan, lay out, and coordinate the work of others;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type accurately from clear copy. Proficient operation of standard office equipment including computer and peripheral equipment. Proficient execution of spreadsheet applications.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in accounting, budget planning, business management, employee payroll and position control matters or closely related fields.

Experience:

Five years of responsible accounting and fiscal record management and reporting experience, preferably including three years of performing specialized functions pertaining to payroll accounting and employee position control programs.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work involves lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate appropriate office equipment.

Pre-placement Physical: Class I