PAYROLL TECHNICIAN

Purpose Statement

The job of Payroll Technician is done for the purpose/s of ensuring the accuracy of payroll and payroll-related information; providing for the generation of payroll checks in accordance with established district, state and federal requirements and providing up-to-date reference materials for review and audit.

Essential Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends professional meetings and/or training for the purpose of remaining knowledgeable with current regulations and practices.
- Calculates earnings including regular pay, overtime, leave pay, substitute earnings, and docks for all district employees.
- Receives and reviews timesheets; identifies and requests additional information required to process timesheets for all district employees.
- Maintains payroll information, files and records (manual and computerized) including but not limited to salary and benefits eligibility, sick days and vacation days for the purpose of providing an up-to-date reference and audit trail.
- Monitors payroll activities relating to Workers Compensation claims for the purpose of ensuring compliance with District policies.
- Prepares a variety of reports including but not limited to employee attendance and absence, benefit selections, special checks, seniority, sick leave incentives and balances for the purpose of responding to requests, providing written reference and/or conveying information for all district employees.
- Processes payroll information including but not limited to withholding information, CSEA dues, verification of employment for the purpose of updating information and/or authorizing timely payment for all district employees.
- Reconciles enrollment forms and billings to employee records including but not limited to COBRA, disability, retirement, health and FMLA for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions for all district employees.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy of data and compliance to district policies and procedures.
- Responds to inquiries regarding various procedures and requirements (e.g. wage levies and garnishments, savings, contributions, direct deposits, worker's compensation issues, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Responds to written and verbal inquiries for payroll/withholding/benefit information (e.g. job verifications, subpoena of payroll records, etc.) for the purpose of providing information for all district employees.
- Maintains a follow-up tickler file items pertaining to payroll activities.
- Submits final payroll data to the County Office of Education (COE) for issuing warrants; coordinates with the COE on payroll data, information, and corrections
- Prepares and submits all county, federal and state reporting as required.
- Perform all payroll related tasks as needed.
- Perform various clerical/office support duties related to the department as assigned.

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws as related to worker compensation and employee benefits; communicating with diverse groups; operation standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge is required to satisfactorily perform the functions of the job includes: business telephone etiquette and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience

Job related experience with increasing levels of responsibility

Certificates & Licenses

None Specified
Pre-employment Proficiency Test

Education

High School diploma or equivalent

Clearances

DOJ/FBI Fingerprint Clearance

Required Testing

Successful Completion of Pre-Employment Process

Supervision

Director of Fiscal Services

Additional Qualifications

Salary Grade

Ability to travel to other sites/locations

Classified Salary Range 31

Continuing Education/ Training

Training attendance at workshops as appropriate

Work Year

260 Days