SENIOR PAYROLL TECHNICIAN

Purpose Statement

The job of Senior Payroll Technician is done for the purpose of processing certificated, classified, confidential and management employee payroll; ensuring accuracy of information and adherence to procedures prior to processing; providing the necessary information for making payroll related decisions, taking appropriate action and/or complying with established fiscal guidelines; and administering selected aspects of the personnel procedures in achieving the department's overall objectives.

Essential Functions

- Generates certificated, classified, confidential and management payroll, stipends and coach reimbursements (i.e. checks and direct deposits) for the purpose of distributing payroll in both manual or electronic format in accordance with published schedule
- Maintains various fiscal information, files and records (i.e. extended sick leave, payroll and leave accruals, pay docks, sick leave bank, voluntary deductions and other withholding information, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance
- Monitors processes that support the payroll system (i.e. prepares tax reports, oversees manual checks, assists retiree roll-overs, etc.) for the purpose of maintaining accurate records and complying with district policies and other regulatory requirements
- Processes documentation for non-payroll requests (i.e. current and past employee data changes, transmittals, time sheets, court ordered adjustments, subpoena of payroll records, employment verifications, retirement etc.) for the purpose of ensuring timely and accurate compliance with requests
- Prepares quarterly tax reports including Federal 941, State DE9, and Multiple Worksite Report for submission to IRS, EDD and Bureau of Labor; processes prior year tax corrections when necessary (941X and W-2C)
- Provides assistance in monitoring reporting processes, procedures and internal controls for the purpose of maintaining accurate records in accordance with accounting standards and/or making recommendations for improvement to payroll processing; provides data to State auditors
- Researches discrepancies of financial information and/or documentation (i.e. withholding versus W4, salary schedule placement, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing
- Responds to inquiries regarding various procedures and requirements (i.e. payroll procedures, retirement, Tax Sheltered Annuities, record keeping requirements, interpretation of leave policies, wage garnishments, savings, contributions, direct deposits, etc.) for the purpose of ensuring payroll procedures are administered in accordance with the department's overall objectives and legal requirements and/or providing necessary information for making decisions
- Monitors CalPERS and CalSTRS accurate reporting and audits
- Ensures compliance of guidelines set forth by TTEA and CSEA
- Attends internal and external staff development meetings and training programs for the purpose of maintaining and enhancing skills
- Assists other personnel for the purpose of supporting them in the completion of their job functions
- Other duties as assigned

Job Requirements & Skills

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: administering personnel policies and practices; applying pertinent codes, policies, regulations and/or laws as related to payroll; operating standard office equipment including utilizing pertinent software applications; planning and managing projects/programs; preparing and maintaining accurate records; performing accounting/payroll procedures; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: state and federal regulations regarding payroll management, Federal and State tax forms, pretax and post-tax deductions to assist employees with W-2 and paystub interpretation, and CalPERS, CalSTRS, and Social Security retirement systems.

ABILITY is required to schedule activities and/or meetings; 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 defined 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. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; and working with frequent interruptions.

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, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience
Job related experience with increasing levels of responsibility

Education
High School Diploma or equivalent

Required Testing
Successful Completion of Pre-Employment Process

Additional Qualifications
Ability to travel to other sites/locations
Bilingual Spanish Preferred

Continuing Education/ Training
Training attendance at workshops as appropriate

Certificates & Licenses
Valid Drivers License

Clearances
Criminal Justice Fingerprints/Clearance
TB Clearance
Drug Screening

Supervision
Managers of Budget and Payroll

Salary Grade
Range 31

Work Year
260 Days