

CLASSIFIED JOB DESCRIPTION

PAYROLL SPECIALIST II

JOB SUMMARY:

Under general supervision, performs complex and specialized clerical duties relating to the preparation, processing and distribution of district payrolls for certificated and classified employees; exercises good judgment in the application and interpretation of policy, regulations and procedures related to payroll functions, and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Establishes/Maintains/Updates payroll and attendance records and salary schedules.
- Processes/Prepares/Computes attendance cards, time cards, classified extra time cards, W-4 and W-2 forms, unemployment records, salary computations, income protection, retroactive pay, reclassification payments, and salary adjustments.
- Verifies/Balances substitute teacher time sheets, employee leaves and attendance records.
- Interprets state and federal forms, payroll information, school district and county policies and practices.
- Communicates specific payroll information, state and federal forms, district and county policies and practices.
- Back up/Assists other positions within the payroll office.
- Audits/Verifies/Releases payroll warrants and documents.
- Reconciles salary computations, attendance records, and payroll warrants within compressed deadlines.
- Operates office machines.
- Distributes payroll warrants.
- Researches/Compiles specific information related to salary computations, compliance with law (IRS, OSHA, Uniform Allowance, retirement systems, etc.), negotiations with bargaining units, leave balances, policy, and end-of-year reports.
- Inservices all staff on procedures for providing payroll information to departments.
- Resolves unusual problems related to payroll.
Issues specifically issued warrants.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful experience in the maintenance of financial or statistical records, preferably including experience in payroll.
- Ability to perform complex payroll work without continuous supervision under pressures of heavy volume and deadlines; post data and make mathematical calculations with a calculator with speed and accuracy; develop and maintain effective working relationships with others and to exercise patience and courtesy in providing information to employees and others; operate a typewriter (40 words per minute), a 10-key calculator by touch, and a computer terminal; understand and carry out oral and written directions.
- Knowledge of standard office procedures; operation of modern office equipment.

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- Knowledge of basic methods, policies and procedures in processing school district payrolls highly desirable.
- High school diploma or GED required. College level courses in accounting highly desirable

Classified Salary Schedule: Range 31

BOARD APPROVED: 05/20/97

REVISED 02/14/12

03/07/18

07/11/23

08/09/2023