

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PAYROLL TECHNICIAN (Range 27)

BASIC FUNCTION:

Under the direction of the Payroll Supervisor, perform technical payroll accounting duties related to the preparation of all payrolls for the District; process payroll and related records for classified, certificated and substitute employees as assigned.

REPRESENTATIVE DUTIES:

Process payroll and related records for assigned payrolls; verify and compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data to the appropriate computer system. *E*

Process changes in payroll-related data; prepare calculation worksheets to make additions, deletions, corrections or adjustments as necessary. *E*

Process time cards; input and verify hours worked into the computer terminal. Maintain, post and audit all individual sick leave and vacation allowances, usage and over usage; Process and monitor leave letters accordingly regarding leave absences (e.g. sick, maternity, FMLA and CFRA). *E*

Provide technical information and assistance in responding to questions and complaints from employees regarding pay, payroll deductions, sick leave, vacation time and all other payroll information. *E*

Prepare and maintain files of records and documents relating to work performed; prepare special reports as assigned. *E*

Maintain employee records including the name, pay rate and related data; prepare and maintain attendance reports of employees; prepare and process a variety of documentation, information and files for new employees; maintain confidentiality of information as appropriate. *E*

Operate a computer, typewriter, copier and other standard office equipment as assigned. *E*

Process the payroll-related sections of various employment verification forms; verify employment, attendance and salaries in accordance with related laws and District policies and procedures. *E*

Prepare payroll checks for mailing or distribution according to established procedures.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Methods and techniques involved in payroll preparation, monitoring and control.
Practices and procedures of payroll record keeping and filing.
Modern office practices, procedures and equipment.
District organization, operations, policies and objectives.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Operation of a computer terminal, related software applications and other office equipment.
Tax withholding, voluntary deductions, garnishments and fringe benefits.
Payroll reporting to retirement systems such as PERS and STRS.

ABILITY TO:

Perform responsible payroll record-keeping duties with a high degree of skill and accuracy.
Learn to interpret, apply and explain rules, regulations, policies and procedures.
Process payroll and related records for assigned payrolls.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Type at an acceptable rate of speed.
Maintain records and prepare reports.
Compose memos and other correspondence.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience in financial record-keeping and payroll activities.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Sitting for extended periods of time.
Seeing to read a variety of materials.
Dexterity of hands, wrists and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.