Position: Payroll / Benefits Technician	FLSA: Non-exempt
Department: Financial Services	Salary Grade: 14
Reports to: Director of Budget and Accounting	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of the Director of Budget and Accounting, ensures the timely preparation and maintenance of certificated and classified payroll and benefits. Performs a variety of complex technical accounting, payroll, benefits, retirement and finance duties in the preparation, maintenance and balancing of certificated and classified payroll and benefits assuring employees are paid in an accurate and timely manner. Maintains records and prepares reports related to payroll and benefits. Performs advanced technical and clerical accounting and financial record keeping activities involving the preparation, processing and maintenance of the payroll and benefits. Prepares and maintains appropriate accounts involving posting and balancing.

This position requires an understanding of payroll and benefits systems and the laws, regulations, and reporting requirements. Incumbents at this level must also demonstrate competency in the audit of payroll and benefits transactions and systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate and participate in the processing of all District payrolls including computation and posting of employee time, subtraction of appropriate deductions and preparation of required reports.

- Coordinate and process enrollments, terminations and change information for employee, dependent, COBRA, and retiree health and welfare benefits.

- Verifies accuracy and appropriateness of amounts, and then posts transactions onto the computerized Payroll, Human Resources and Benefits System supporting the District's accounting system. Traces transactions to source documents and/or other departments to determine discrepancies.

- Assure payroll and benefits timelines are met; maintain payroll and benefits controls; assure that proper procedures, policies, rules and regulations are applied to payroll and benefits activities. Check payrolls and benefits for compliance with rules, regulations and policies. Maintain all payroll records and ensures consistency between Human Resources databases.

- Performs a variety of complex technical payroll, accounting, retirement and finance duties in the preparation of processing, balancing and maintenance of payroll and benefits; assure activities comply with County, State and Federal policies, procedures, rules and regulations.

- Prepare regular and variable payrolls for administrative, certificated, classified and student personnel; assists with determining pay rates based on position placement and classification; prepares retirement reports. Compute payroll deductions including those for benefits, retirement, union dues, tax sheltered annuities, credit union, withholding taxes and insurance.

- Audit and adjust as necessary, time charges for substitutes, students and regular employees; monitor retiree wages to assure retirement earnings limitations are not exceeded; monitor hours worked and make employees members of the retirement system as appropriate.

- Confer with data processing and accounting personnel at the County Office of Education concerning payroll and benefits programs and procedures. Reconcile all District payrolls with the County monthly.

- Verify, monitor and process STRS and PERS membership. Reconcile STRS/PERS reports in compliance with County, State and Federal policies, procedures, rules and regulations.

- Interpret and explain payroll and benefits policies to employees as well as work with schools and departments to ensure compliance with payroll and benefits policies and procedures (as well as create NUSD informational fliers and documents for employee use.)

- May train other employees assigned to payroll and benefits; review work, answer questions and assist with the more complex computations.

- Input employee garnishments, contributions and deductions; establish and maintain detailed automated and manual permanent employee records regarding payroll transactions, benefits, salaries, tax status and related information; process a variety of payroll and benefits – related forms and applications.

- Audit and update regular and supplemental payrolls, adding new employees and calculating proper deductions; maintain current payroll records for all employees.

- Receive and process new hires, changes and terminated employee forms; setting up payroll and benefits related information into the payroll system; assuring compliance with procedures related to the proper recording and processing (i.e., retirement, direct deposits, tax withholding, union dues and other voluntary deductions.)

- Audit payroll and benefits source documents for correct pay rates, salary computations, employee status, hours worked, and related information; codes, extends, balances and summaries payroll as required; reviews and audits voluntary and mandatory payroll deductions for accuracy, and revises them pursuant to employee requests and regulations.

- Receives and process timesheets; classifies codes and consolidates pay rates and related payroll information to an automated system.

- Advise administration of any state and federal changes in payroll policies, by staying current with tax regulations governing payroll and attending appropriate workshops.

- Prepare retirement and withdrawal forms and reports for both certificated and classified pay and benefits systems.

- Interface with third party providers regarding benefits which includes monthly upload and downloads of addition, changes and deletes for NUSD.

- Review, update and distribute information related to benefits.

- Ensure that payroll records are up-to-date and include the necessary job and demographic information for accurate group benefit and retirement plan coverage and deductions. Oversee and post changes to District records.

- Work with accounts payable and receivable documents relating to payroll, insurance, and other benefits.

- Maintain absence and sick leave records for all employees by recording all absences into the computerized absence tracking module, performing annual maintenance; audits, roll and reset sick and vacation balances ensuring appropriate accruals per employee and prepares and distributes sick leave balance forms for each employee. Prepare a variety of reports as requested/needed.

- Process leave requests, prepare and mail correspondence, complete various forms required by State and Federal law, request medical certifications forms as necessary to verify eligibility. Determine if absence will be applied to the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Pregnancy Disability leave Act (PDL), track absences and notify employee when leaves have been exhausted (must stay current/ up – to – date to ensure compliance with legal requirements of FMLA, CFRA and PDL.)

- Initiate collaborative efforts to resolve any reported, perceived, or actual payroll and/or benefits errors, including assisting with notifications of collections of overpayments, preparing notifications to be presented to impacted employees.

- Provide information to employees concerning salaries, deductions, insurance rates and general payroll policies.

- Coordinate and process wage verifications and inquiries from outside agencies.

- Collects audits and revises a variety of source documents related to employee files and compensation; enters, modifies and retrieves employee information into a data base; compiles payroll and related source documents for a variety of special and regular reports as assigned.

- Prepare specialized, statistical and financial reports by researching information from the payroll and benefits system to produce custom reports for State and Local Agencies.

- Assist auditors with salary information and other payroll and benefits data; assists with the preparation of payroll and benefits reports including monthly and annual closing of books.

- Perform other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Applicable laws, regulations, policies and procedures that govern payroll and benefits processing.
- Laws and regulations governing tax deductions, voluntary payroll deductions, and STRS and PERS regulations.
- Payroll related clauses of collective bargaining agreements.
- Integrated/automated payroll and benefits systems.
- Accounting practices and generally accepted accounting principles.

- Office practices, procedures and equipment, including filing systems, letter and report writing.
- Computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, and data entry onto custom data bases.
- Proper English usage, grammar, spelling, punctuation, proofreading/editing, and mathematics skills.
- Terminology, policies, practices and procedures of the area to which assigned.
- Telephone techniques and etiquette.
- Oral and written communication skills.

Ability to:

- Perform all aspects of the position.
- Learn District policies and procedures.
- Learn the District's payroll and benefits system.
- Learn departmental procedures and standing instructions related to work performed.
- Learn the laws, regulations, techniques, insurance agreements and procedures pertaining to employee payroll and benefits programs, learn integrated/ automated health and benefits system, and learn policies, regulations, and negotiated agreements pertaining to employee benefits programs.
- Prepare clear, complete and concise financial records and analyze accounting data and prepare financial statements pertaining to the area of specialization.
- Conduct technical research, complete complex arithmetic computations and prepare reports.
- Work with staff in a manner that encourages high morale and efficiency.
- Analyze situations and implement effective solutions.
- Learn applicable sections of the current negotiated labor contracts, Education Codes, and other applicable laws and regulations.
- Meet schedules and time lines.
- Apply and explain policies, procedures, rules, regulations and Education Codes involved in assigned activities.
- Work confidentially with discretion.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Type at a minimum rate of 40 words per minute from clear, legible copy and pass a qualifying skills test.

PHYSICAL ABILITIES

This position requires:

- Sufficient hand-eye coordination to use a keyboard for routine typing, 10-key, and data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to recognize alphanumeric data.
- Some walking, standing, stooping, occasional carrying and lifting of lightweight materials.
- Speaking and hearing ability sufficient to hear over a phone and carry on conversations.

EDUCATION AND EXPERIENCE

An Associate of Arts Degree in general business or accounting plus two years of experience in payroll and benefits processing and audit is desired. Additional experience may substitute for formal education.

LICENSES AND CERTIFICATES

Typing certificate for 40 wpm