

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Payroll Specialist

**Classification:** Classified Confidential

**FLSA:** Non-Exempt

**Reports To:** Director of Fiscal Services

**Range:** Classified Confidential Salary  
Schedule

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### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school supplemented by coursework in accounting, bookkeeping or office management and three years experience in financial record-keeping and payroll activities.

### **SUMMARY**

Provide direction to Payroll Technicians for workload management, training, and making decisions with regard to technical issues related to payroll process.

Perform a variety of technical payroll accounting duties to assure that District employees are paid in an accurate and timely manner; prepare and maintain a variety of records and reports related to the payroll function.

### **SPECIFIC RESPONSIBILITIES**

1. Perform essential functions related to Digital Schools analysis, and approval of position, status changes.
2. Perform essential functions related to 403(b) administration per IRS regulations.
3. Assist Payroll Technicians with workload management, technical assistance and training.
4. Perform responsible clerical and technical work related to the preparation of District payroll for both certificated and classified personnel; receive and audit District time reports for classified and certificated employees.
5. Audit, verify, and approve all extra work agreements. Audit and verify salary adjustments prepared by Payroll Technicians for late starts and early term status changes in Digital Schools as they relate to Payroll. Audit and verify all retro calculations prepared by Payroll Technicians as it relates to Payroll.
6. Process certificated and classified payroll; input proper deductions; reconcile statements and checks; organize the certification and check distribution for the department; balance payroll general ledger holding accounts.
7. Verify, process, and serve as administrative liaison with third party administrator for the tax shelter administration in compliance with IRS regulations.
8. Process time sheets; determine correct pay rate and review the records to assure accuracy and completeness; audit final time sheet totals against the payroll register; calculate and input salary adjustments and overtime pay as needed; verify proper authorizing signatures and accuracy of payroll adjustments; prepare manual pay warrants and cancellations.
9. Verify and input salary increases and employee terminations; receive and process salary data for employees; maintain detailed permanent records regarding District personnel, payroll transactions, benefits, salaries and related information.
10. Complete employment verifications.
11. Verify contracts for correct salary placement of District employees; input salary placement information into computer records.
12. Process and pay alternative retirement requests.

13. Assist District employees in the activation of a variety of voluntary deductions; distribute paperwork and assure accuracy of forms.
14. Communicate with District personnel in person, on the phone; resolve payroll discrepancies, and provide information concerning salaries, deductions and voluntary deductions including deferred compensation, wage garnishments and tax-sheltered annuities.
15. Prepare and maintain files, records and a variety of reports related to work performed; compose a variety of complex correspondence related to assigned activities; develop and maintain payroll related forms.
16. Operate a variety of office equipment including a copier, computer, fax machine and a calculator.
17. Prepare and maintain vendor databases.
18. Perform related duties as assigned.

**SPECIFIC QUALIFICATIONS**

Knowledge of:

- preparation and processing of payroll information;
- payroll policies and procedures;
- tax withholding, voluntary deductions, garnishments and supplemental insurance;
- payroll filing, record keeping and report preparation techniques;
- laws, rules and regulations related to assigned activities;
- modern office practices, procedures and equipment;
- operation of a computer terminal and data entry techniques;
- district organization, operations, policies and objectives;
- oral and written communication skills;
- telephone techniques and etiquette;
- interpersonal skills using tact, patience and courtesy.

Ability to:

- perform responsible clerical and technical work related to the preparation of District payroll for both certificated and classified personnel.
- interpret, apply and explain laws, rules and regulations related to payroll activities;
- prepare time sheets for payroll process;
- monitor, adjust and reconcile payroll data;
- operate a variety of office equipment including a computer;
- maintain records and prepare reports;
- understand and follow oral and written instructions;
- meet schedules and time lines;
- type and input data at an acceptable rate of speed;
- work confidentially with discretion;
- add, subtract, multiply and divide quickly and accurately;
- complete work with many interruptions;
- establish and maintain cooperative and effective working relationships with others;
- communicate effectively both orally and in writing.

**PHYSICAL ABILITIES**

Office environment.

Constant interruptions.

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.