



SJCOE
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Job Description

POSITION TITLE:	Payroll Specialist	# 2285
SALARY PLACEMENT:	Classified/Confidential, Supervisory Salary Schedule Range 10	

SUMMARY OF POSITION:

Under limited direction of management personnel, performs complex payroll computations, accounting and clerical duties related to the issuance of regular and supplemental payrolls. Utilizes independent judgment and problem-solving skills in relation to assigned areas of responsibility. Does related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Equivalent of the completion of the twelfth grade, supplemented by course work or training in payroll or general accounting obtained through a community college, trade, or correspondence school. Three years of increasingly responsible payroll/accounting experience. May be substituted by experience of a closely related nature.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Knowledge of principles, practices, and procedures of payroll and accounting; modern office practices and procedures; data processing; proper English usage; basic knowledge of laws pertaining to payroll; good record-keeping techniques. Experience in a school district or county office of education.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of: Principles, methods and practices of financial record-keeping, payroll, and employment contracts. Federal and State laws, California Education Code, department policies and procedures relative to salary administration. Modern office automation procedures and practices. Proper English usage, spelling, grammar, and punctuation.

Ability to: Apply laws, policies, and contract provisions pertaining to payroll procedures. Analyze situations accurately and adopt an effective course of action. Analyze complex financial data and prepare accurate records and reports. Perform payroll-related duties requiring independent judgment and initiative under the stress of strict deadlines. Perform calculations and post data rapidly and accurately. Responsible for ensuring that assigned tasks are completed within time or reporting deadlines. Operate computer equipment and standard office machines. Communicate clearly and concisely both orally and in written form. Maintain a positive and effective working relationship with employees and others contacted in the course of work. Perform clerical work of above-average difficulty with minimum supervision. Maintain accurate files and records. Be flexible and receptive to change.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Process and reconcile regular and supplemental payrolls by entering codes and data information onto appropriated computer screens; update information, as necessary.
2. Maintain accurate and organized employee payroll files.
3. Maintain appropriate payroll reports in accordance with accepted accounting procedures, including retirement and unemployment reports.
4. Reconcile payment of federal and state taxes, Social Security, and any other payroll-related deductions.
5. Prepare accurate and legally correct financial reports; state, federal, and retirement reports; in-house reports, as required; and submit to appropriate agencies in a timely manner.

6. Review payroll output for accuracy.
7. Process and reconcile payroll eligibility reports and payments.
8. Sort, file, copy, and distribute necessary payroll materials.
9. Perform related work as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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