

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

ACCOUNTANT-PAYROLL

DEFINITION:

Under the supervision of the Director of External Fiscal Services or designee, the Accountant-Payroll performs a variety of complex accounting functions in the preparation, processing, maintenance, verification and reconciliation of payroll/benefit records and payment of funds for county office personnel, and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Director of External Fiscal Services or designee

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Payroll/Benefits:

- Performs a variety of complex accounting duties in the preparation, processing, and maintenance of payroll, salary, and benefit calculations on a monthly basis.
- Reviews timesheets for days/hours worked and calculates and records salary adjustments as necessary.
- Researches and analyzes discrepancies and processes appropriate corrections.
- Collect insurance data and reconcile monthly TCSIG payments of County employees, Board Members and retirees.
- Ensures the accuracy of payroll and benefit codes.
- Research and processes payroll and benefit adjustment entries.
- Calculates and applies garnishment deduction orders.
- Researches, calculates, and prepares payments for various benefit vendors, tax sheltered annuities (TSAs), and state/federal agencies.
- Reviews, reconciles and balances payroll and benefit data for monthly and variable payrolls.
- Reconciles, coordinates and reports for both PERS and STRS retirement systems.
- Prepares supplemental payrolls as needed.
- Prepares and processes manual payroll warrants.
- Reviews, analyzes, and updates salary and benefit projections for accuracy.
- Calculates retroactive salary data as assigned.

Records Maintenance/Report Preparation:

- Maintains accurate records and monitors salary and benefit related data for Yuba County Office of Education employees.
- Creates and maintains a database (financial system) to organize, collect and retrieve data into required reporting formats.
- Monitors record keeping procedures for accuracy.
- Maintains mandated documents as required.

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- Prepares a variety of complex payroll related reports as mandated by county office, State and federal regulations.
- Plans and monitors work production timelines to meet strict deadlines in reporting regulations.
- Prepares department correspondence as needed.

Client Support/Communication:

- Assists county office departments and staff in interpreting and applying payroll and benefit laws, rules, regulations, policies and procedures.
- Uses a variety of software applications to create and design reports and spreadsheets.
- Answers inquiries from internal and external clients, resolves problems and recommends solutions.
- Refers employees to other appropriate resources as necessary.
- Provides data for district auditors, and local, state, or federal agencies.
- Responds to salary verification requests, researches payroll and benefit records and takes appropriate action as needed.
- Assists departments and staff in compiling data and interpreting legal reporting requirements and regulations.
- Assists districts with payroll processing issues, assists in the development of new procedures as needed.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- High school diploma or equivalent is required.
- Any combination of education and training equivalent to a bachelor's degree which demonstrates ability to perform the duties as described, including courses in accounting business procedures, math statistics or related subjects.
- Payroll processing and benefits experience in a school district or public agency preferred.

Knowledge of:

- Applicable laws, codes, regulations, standards, methods, and practices related to public school payroll systems and employee benefits.
- Basic accounting principles, as related to payroll processing.
- Standard office practices and procedures.
- Software applications related to payroll/accounting systems.
- Principles and techniques of technical record keeping.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

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- Research, retrieve and organize data to prepare and maintain complex payroll records, summaries and reports.
- Reconcile differences within established payroll, benefit, retirement and accounting systems using crucial analysis skills.
- Interpret, explain and comply with negotiated contracts, prescribed laws, rules, regulations and procedures.
- Monitor, audit, and balance a variety of data and transactions.
- Perform mathematical calculations quickly and accurately.
- Operate a variety of standard office equipment.
- Set up and maintain database files; create spreadsheets and other related forms, reports and documents.
- Use independent judgment to maintain statistical records.
- Communicate effectively in both oral and written form.
- Follow detailed directions.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and community members.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

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Employee Classification: Classified
Salary Range: G
Approval Date: August 15, 2024