

SAN YSIDRO SCHOOL DISTRICT

TITLE: Senior Payroll & Benefits Accountant
DEPARTMENT: Business and Operations
FLSA: Non-Exempt
CREATED: October 2018

REPORTS TO: Chief Business Official
CLASSIFICATION: Classified (12 month)
SALARY: Classified Schedule (Steps 21-25)
Board Approved: October 11, 2018

BASIC FUNCTION: The Senior Payroll & Benefits Accountant reports to the Chief Business Official. Under general supervision is responsible for administering employee fringe benefits, processing payrolls, completing all other payroll functions and related works as required in support of a centralized employee benefits system and is responsible for the day-to-day operation of the District's payroll and employee benefits programs and related employee benefits services.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Prepares, processes and maintains employee payroll, payroll records, including all related payroll documentation.
- Acts as a resource to district staff regarding payroll and benefit issues.
- Prepares various monthly payroll reports for Public Employees' Retirement System and the State Teachers' Retirement System.
- Assists auditors in providing requested payroll information (e.g. contract requirements, time sheets, wages paid, etc.) for the purpose of providing required information and coordinating necessary project activities.
- Coordinates with county office personnel, district personnel, external service providers, etc. for the purpose of implementing and maintaining services and/or programs.
- Implements assigned activities and/or projects (e.g. employee benefits, retirement, health and welfare, etc.) for the purpose of complying with regulatory requirements and established guidelines.
- Maintains a variety of documents, files and records (manual and computer) (e.g. payroll records, statistical/financial reports, budget, payroll schedules, eligibility policies, benefits and retirement information, etc.) for the purpose of providing up-to-date reference trail, availability of information as needed and ensuring confidentiality.
- Monitors fund balances of assigned payroll and benefit programs and related financial activity for the purpose of ensuring that allocations are accurate, related expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares required local, state and federal reports (e.g. W - 2, ACA, 941, etc.) for the purpose of ensuring compliance with mandatory filings.
- Prepares a variety of external and internal reports and summaries related to payroll (e.g. taxes, insurance deductions, insurance premium payments, retirement, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing reference materials.
- Researches benefit information and/or payroll documentation for the purpose of assuring appropriate coverage and compliance with eligibility regulations.

- Responds to inquiries regarding a variety of procedures and requirements (e.g. payroll procedures, record keeping requirements, interpretation of policies, contributions, direct deposits, etc.) for the purpose of providing information and/or resolving problems.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

KNOWLEDGE

- Knowledge of accounting/bookkeeping principles and purchasing principles.
- Knowledge of payroll and benefits policies and procedures.
- Knowledge of methods and practices of payroll record keeping.
- Proficient in the use of technology, including a variety of software applications (word processing, spreadsheet, accounting)
- Preparation, maintenance and control of District and program budgets.
- Preparation of complex and technical financial statements and comprehensive accounting reports.

ABILITIES

- Ability to troubleshoot and improve operational accounting processes.
- Ability to perform complex financial analysis; identify research and troubleshoot financial discrepancies; identify and conduct variance analysis when needed.
- Prepare financial statements, profit and loss statements, and other technical financial and statistical reporting documents.
- Oral and written communication skills.
- Verify, balance and adjust accounts.
- Assist District administrators in budget preparation and researching information.
- Perform complex mathematical calculations and accounting transactions quickly and accurately.
- Prepare comprehensive accounting reports.

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE

- High School diploma or equivalent required.
- Bachelor's degree in accounting and/or 8 years of equivalent experience in accounting.
- Experience with Chart of Accounts and preparing standard financial statements.
- Experience maintaining and reconciling accounts.
- Previous experience working in a finance department for a complex organization with multiple work sites.
- Bilingual desired: Spanish/English

WORKING CONDITIONS

Office environment; subject to constant interruptions and office activities.

PHYSICAL REQUIREMENTS:

See to read and review financial and statistical records; hear and speak to obtain and provide information from other District staff and the public; sit at a desk and/or computer terminal for

extended periods of time; bend, kneel and reach to retrieve and file records from shelves and file cabinets; dexterity of hands and fingers to file documents and operate a computer terminal and other office equipment.