Job Description

Marin County Office of Education

Payroll / Retirement Specialist

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Payroll / Retirement Specialist is done for the purpose/s of performing a variety of specialized and complex payroll / retirement accounting functions; serving as a technical resource concerning assigned payroll /retirementl functions and related accounts; providing support to department activities; and, preparing, maintaining, and verifying a variety of financial and statistical payroll / retirement-related data, records, statements, and reports.

This Job reports to Assigned Supervisor

Essential Functions

- Communicates with employees, county office administrators, personnel, and various outside organizations for the purpose of exchanging information and resolving payroll / retirement issues or concerns.
- Develops a variety of reports and summaries related to payroll (e.g. required state/federal forms, worker's compensation, salary adjustments, etc.) for the purpose of documenting activities, meeting compliance requirements, uploading reports to pertinent agencies, and providing reports to business personnel.
- Gathers relative data and generates a variety of payroll reports and statements (e.g. paid/unpaid leave, direct deposit, voluntary deductions, etc.) for the purpose of ensuring accuracy of data entry.
- Manages multiple employment-related accounting systems/processes (e.g. STRS/PERS systems, data imports, payroll adjustments, etc.) for the purpose of providing guidance to districts, assisting districts in correcting errors prior to payroll closing, and ensuring accuracy and reconciliation of funds.
- Monitors assigned payroll / retirement activities and/or program components (e.g. coding, calculations, payroll adjustments, proper authorizing signatures, etc.) for the purpose of ensuring compliance with established financial, legal, and/or administrative requirements.
- Participates in meetings, in-service trainings, and workshops for the purpose of conveying and/or gathering information required to perform payroll / retirement functions.
- Prepares and maintains a variety of payroll / retirement-related data (e.g. financial and statistical records, statements, garnishments, contributions, etc.) for the purpose of ensuring the accuracy and availability of information.
- Prepares, verifies, and processes a variety of payroll data (e.g. salary payments, salary adjustments, deductions, hours/overtime pay, etc.) for the purpose of establishing and maintaining detailed, permanent, and accurate payroll and documentation.
- Provides assistance with payroll / retirement processes, policies, and procedures to school districts for the purpose of providing information, responding to inquiries, and serving as a technical resource.

- Reconciles fiscal information and account balances (e.g. payroll revolving fund cash, payroll taxes, workers compensation liability accounts, etc.) for the purpose of verifying accuracy of information, maintaining accurate balances and complying with accounting practices.

- Researches payroll / retirement data (e.g. pay rates, taxes, leaves/absences, etc.) for the purpose of verifying accuracy of information, maintaining accurate balances, and complying with accounting practices.

- Researches, calculates, and revises payroll / retirement and related accounting data (e.g. gross salary, taxes, retirement, retroactive/vacation pay, absences, etc.) for the purpose of reconciling and balancing assigned payroll accounts.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment, computer, intermediate spreadsheet, and assigned software; communicating effectively both orally and in writing; and interpersonal skills including tact, patience, and courtesy.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll account preparation and processing; payroll and retirement system policies and procedures; methods, procedures, and terminology used in technical payroll accounting work; tax withholding, voluntary deductions, and employee benefits; employer and employee contributions and related STRS and PERS functions; general payroll and retirement functions of a county office; financial and statistical recordkeeping techniques; and data control procedures and data entry operations.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: working independently with minimal direction; assembling, organizing, and preparing data for records and reports; comparing numbers and detecting errors efficiently; establishing and maintaining cooperative and effective working relationships; meeting schedules and timelines; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Education (Preferred): Post-secondary coursework related to accounting, business, or related field

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date