| CLASSIFIED | | | |
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| **Work Location** | Roseland School District Office | **Responsible To** | Chief Business Official |
| **Work Year** | 12 months | **Hours** | Up to full-time (8 hours per day) |
| **Salary** | Appropriate step and range on the CSEA Salary Schedule | **Benefits** | On a pro-rata basis for FTE of 50% or more |

**SUMMARY:**
Under the direct supervision of the Chief Business Official, the District Payroll Technician is responsible for the accurate and timely processing of payroll and related functions; records data, accounting, and budgeting as it relates to payroll; serves as backup for other business office positions, functions and duties; provides general office support when requested by the CBO or Superintendent; and performs related duties as assigned.

**DUTIES AND RESPONSIBILITIES:**
*Duties and responsibilities may include, but are not limited to, the following:*

- Receives, verifies, and calculates all regular and supplemental payroll.
- Responsible for verifying employee payroll deductions for state & federal taxes, district pension plans, health & welfare benefits, and other authorized deductions.
- Responsible for ensuring payroll is processed accurately and reconciles/balances prior to each submission to the Sonoma County Office of Education (SCOE).
- Ensures that payroll is submitted to SCOE by the monthly deadlines for regular and supplemental payroll.
- Responsible for completing quarterly SUI reports and timely submission to EDD and SCOE.
- Researches, complies, and completes the J-90 payroll survey and other surveys related to payroll.
- Responsible for the timely processing and distribution of employee W-2s and Affordable Care Act reporting as it relates to payroll.
- Creates and maintains employee sign-out logs for payroll warrant distribution.
- Maintains master employee payroll records, databases, and data sheets to accurately process payroll.
- Acts as liaison with several departments at SCOE.
- May respond to inquiries of employment verifications as authorized.
- Processes payments to health insurance vendors, disability, and other authorized voluntary deductions.
- Responsible for reconciling/balancing health insurance benefits, disability, and other authorized voluntary deductions on a monthly basis.
- Assists with the annual external audits including providing documents requested by the auditors.
- Assists with program and other special audits or reports including providing documents as requested.
- Assists with preparing data and financial analysis for collective bargaining contract negotiations.
- Performs on-going accounting duties including reviewing payroll and payroll clearing accounts for accuracy and prepares journal entries when corrections are needed.
- Responsible for reconciling payroll clearing accounts for year-end closing and prepares journal entries.
- Meets with employees when requested to review payroll and benefit computations, provide information and answer any payroll related questions.
- Responds to emails and voice messages from staff and public on a timely basis.
- Enters approved leave of absence requests in Escape, Aesop, or other absence reporting program.
- Responsible for filing payroll related documents to employee and substitute files.
- Prepares accounts receivable invoices related to payroll including monthly invoicing to Roseland Charter School for reimbursement of salaries and benefits.

- Participates and assists with budget development and budget reporting as it relates to payroll and benefits.
- May perform receptionist duties including answering phones and greeting visitors when front desk staff is absent or unavailable.
- May perform accounts payable duties including processing invoice payments and purchase orders in the absence of business office staff or when requested by the CBO.
- Attends related workshops, trainings, and meetings as requested by the CBO.
- Assist with creating and updating payroll procedures and manuals.
- Periodically cross-train with other business office positions as the trainer and/or trainee to stay current with new or revised business office functions.
- Assists with special projects as requested by the CBO or Superintendent.
- Other related duties as assigned.

**EMPLOYMENT STANDARDS:**

**KNOWLEDGE OF:**

- English usage, grammar, spelling and punctuation.
- Office methods, procedures and equipment.
- Advanced level use of Microsoft Word and Excel.
- School district organization, operation and policies.

**ABILITY TO:**

- Maintain composure and flexibility under pressure.
- Recognize the necessity and the importance to serve the public, staff and supervisors as necessary and as required in a professional, courteous and friendly manner.
- Establish and maintain effective working relationships with co-workers, staff and the general public.
- Understand that organization and operation of the District, outside entities and governmental agencies as necessary to assume assigned responsibilities.
- Use discretion and maintain confidentially as appropriate when communicating with others and in performing job duties.
- Work independently in the absence of supervision.
- Compose correspondence independently.
- Compile and maintain complex and extensive records, files, and reports.
- Understand and carry out oral and written documents.
- Communicate independently, effectively and professionally orally in writing.

**EDUCATION AND EXPERIENCE:**

- High School diploma/equivalent.
- B.A. Degree in related field desirable.
- Experience with processing payroll on Escape is highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

- Possession of valid California Driver's License and evidence of appropriate automobile insurance based on DMV regulations may be required. This position may require travel by employee's own vehicle to the district's school sites, SCOE, trainings and/or conferences.
- Fingerprint and TB clearance.

**PHYSICAL DEMANDS:**
*The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The District office is currently equipped with sit/stand working stations to allow alternating between sitting and standing. However, sitting for extended periods of time when performing duties outside the work office may be required.
- Periodic handling of light weight supplies.
- Occasional bending, reaching, pulling, grasping with hands and arms.
- Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; manual dexterity to operate business related equipment, handle and work with various materials and objects are important aspects of this job.
- Frequent and repetitive use of computer, 10-key, mouse and keyboard.
- The job is performed under minimal temperature variations, is generally a hazard free environment in a clean atmosphere. The noise level in the work environment is usually moderate.

Board Revised/Approved: 8/20/1997
Board Revised/Approved: 10/23/2013
Board Revised/Approved: 8/19/2015
Board Revised/Approved: 10/17/2018