

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: ACCOUNT TECHNICIAN/PAYROLL

Classification:	Confidential	Work Year:	251 Days
Department:	Fiscal Services	Board Approval:	08/19/2004
Reports To:	Chief Fiscal Officer	Work Year Revision:	02/19/2009
Salary Range:	Confidential Salary Schedule	Format Revision:	10/30/2009

BASIC FUNCTION:

Perform clerical and accounting work in preparation, processing, verification, and maintenance of payroll and related records and documents for all employees.

DISTINGUISHING CHARACTERISTICS:

This job class has been designated "Confidential" by the Board of Trustees in accordance with the Rodda Act.

REPRESENTATIVE DUTIES:

- Prepares, processes, and accesses confidential information that is used to contribute to the development of management positions with respect to employer-employee relations.
- Organizes, prepares, and maintains payroll record information for certificated and classified personnel.
- Reviews, verifies, and codes time sheets and audits against transmittal sheets.
- Computes and verifies payroll deductions and prepares input transmittal for data processing.
- Balances and reconciles monthly payroll reports pertaining to benefits and other deductions such as State Teachers Retirement System (STRS), Public Employee Retirement System (PERS), Old Age Social Security Disability Insurance (OASDI), State Unemployment Insurance (SUI) and State Disability Insurance (SDI).
- Assists with timely preparation of regular and variable payrolls and submits them for processing.
- Prepares and processes payroll warrants and distributes W-2 forms.
- Prepares warrant reports.
- Maintains payroll and voluntary deduction files and records.
- Reviews notices of employment and verifies assignments, salary/hourly pay rate, and administrative authorization to place employees on payroll.
- Maintains master schedule of employee personal leave days.
- Acts as information source between employees and various governmental and insurance agencies regarding payroll and deductions, and related recording keeping requirements, standards, and procedures.
- Processes payroll changes based on administrative personnel actions such as amendments, increments, longevity, or terminations.
- Reviews data processing printouts for accuracy, spot-checks deductions, and incorporates any changes.
- Collects premiums and maintains retiree insurance and Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) insurance information.
- Computes compensation balances for changes in job status, salary/wage payments, and workers' compensation claims.
- Prepares salary data forms for each employee.
- Computes leave entitlement, posts absences, and maintains leave/vacation records.
- Performs other duties similar to the above in scope and function as required.

EDUCATION AND EXPERIENCE:

- Education and/or experience equivalent to at least two years of college

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license
- Provide personal automobile

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Purposes, methods, and practices of financial record keeping; General bookkeeping principles and procedures; Modern office equipment use and operation of computer terminal;
- Current computer software applications.

ABILITY TO:

- Learn and apply appropriate rules, regulations, and technical procedures used for accounting and payroll records;
- Understand and carry out directions in an independent and problem solving manner,
- Operate standard office machines and equipment including computer, calculator, and copy machine;
- Establish and maintain a variety of record keeping systems and files. Perform mathematical calculations accurately and rapidly;
- Prepare a variety of financial and statistical reports related to payroll, leaves, and employee benefits;
- Identify and correct errors in mathematical computations and financial documents;
- Maintain a chart of accounts for various programs and funding sources; Learn and apply rules and regulations for school employees related to compensation, benefits, and leaves;
- Communicate effectively in both oral and written forms;
- Establish and maintain effective professional relationships with those contacted in performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

- Normally located in a work environment with light physical qualifications and requirements;
- Office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate office equipment;
- Seeing to read and assure accuracy of financial records and documents;
- Hearing and speaking to exchange information;
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.