Lake Elsinore Unified School District
Board Approved
September 11, 2014

JOB DESCRIPTION

JOB TITLE: Payroll Technician Lead

JOB FAMILY: Fiscal Support Services

SALARY RANGE: 52

Job Purpose Statement: Under the direction of the Accounting Supervisor, provides training and guidance to other Payroll Technicians as assigned; performs responsible payroll accounting duties related to the preparation and audit of payrolls; performs special projects and assignments as directed. The job of "Payroll Technician Lead" is done for the purpose of performing a variety of technical and specialized payroll duties related to the preparation, maintenance and review of records for all District personnel; assures compliance with established District policies and procedures and governmental regulations. Performs with a high degree of responsibility and accuracy in correctly computing salaries, deductions related to union dues, voluntary deductions, sick leave, vacations, and maintaining accurate records thereof.

ESSENTIAL JOB FUNCTIONS:

1. **Leads** the work of payroll technicians by providing guidance, and training to payroll technicians; assures proper distribution of work; serves as a resource for technical questions.
2. **Provides** coordination between the payroll department and District data processing functions with County Office retirement and systems utilization functions.
3. **Provides** information, assistance, and special reports; performs special projects as requested.
4. **Participates** in a variety of payroll accounting activities to ensure District employees are paid in an accurate and timely manner; assists with the coordination, review, verification, preparation and processing of various payroll forms, records and documents; assumes compliance with established payroll policies and procedures.
5. **Provides** input concerning employee evaluations; assists employees with processing payroll and resolving payroll issues, errors and discrepancies as needed.
6. **Serves** as a liaison between payroll technicians, administrators and various other departments and personnel concerning District payroll functions; assures payroll issues, problems and conflicts are resolved in a proper and timely manner.
7. **Processes** payroll and related records for assigned payrolls as it relates to classified and certificated personnel, including full-time, part-time and substitutes; computes hours and pay of employees for each payroll period; computes and summarizes deductions such as withholding tax, retirement, insurance and maintain records of deductions; verifies and inputs data to the County system.
8. **Calculates** adjustments to salary and computes salaries for new, transferring and early exit employees in accordance with District policies.
9. **Monitors** and updates changes in payroll-related data; prepares changes, corrections or adjustments as necessary; maintain records within the districts systems.
10. **Enters** a variety of data into a computer terminal requiring knowledge and application of appropriate programs and required output format.
11. **Maintains** records of individual earnings, deductions and related data; processes retirements and terminations as appropriate; verifies documents for proper account codes, pay rates and related data.
12. **Processes** timesheets; verifies and inputs individual leave allowances and usage.

13. **Responds** independently to questions or complaints from employees regarding pay, deductions, sick leave, vacation and other payroll information; coordinates between district and County retirement as necessary.
14. **Prepares** and maintains files of records and documents relating to work performed; prepare special reports as assigned.
15. **Operates** a variety of office equipment including a computer, calculator, copier, fax machine, typewriter and assigned software; independently enters, retrieves, proofs and updates payroll related data for all District employees.
16. **Processes** payroll-related sections of various employment verification forms; verifies salaries by phone in accordance with related laws and District policies and procedures.
17. **Checks** payroll printouts and advise County of amendments, changes or corrections.
18. **Monitors** and posts attendance, vacation, and leaves for District personnel to ensure accurate leave balances.
19. **Assists** with coordination of District pay obligations related to compensation regarding Workers' Compensation claims.
20. **Provides** discreet payroll information, as stipulated by subpoena, courts, public agencies and other units of the District when required.
21. **Oversees** the maintenance of centralized records on attendance, leaves, comp time, seniority hours, and deductions.
22. **Performs** related duties as assigned.

Other Job Functions:
Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

JOB REQUIREMENTS: QUALIFICATIONS

Experience Required:
Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and three (3) years payroll experience, preferably in a school district.

Skills, Knowledge and Abilities Required:
***Skills*:**
- Typing/keyboarding at 40 words per minute
- Operate standard office equipment including use of computer applications,
- Communicate effectively both orally and in writing
- Interpersonal skills using tact, patience and courtesy
- Perform basic arithmetic calculations

***Knowledge* of:**
- Accounting and auditing principles, practices and procedures
- Payroll laws, rules and regulations governing District payrolls
- Principles and practices of training and providing work direction to others
- Methods and techniques involved in payroll preparation, monitoring and control
- Practices and procedures of payroll record-keeping and filing
- Modern office practices procedures and equipment
- District organization, operations, policies and objectives
- Interpersonal skills using tact, patience and courtesy

- Telephone techniques and etiquette
- Operation of computer terminal and other office equipment
- Tax withholding, voluntary deductions garnishments and fringe benefits
- Collective bargaining agreements for classified and certificated employee groups; applicable sections of State Education Code, State Teachers' Retirement System, Public Employees Retirement System

***Abilities* to**:

- Work under minimal supervision accurately and with attention to detail;
- Understand and carry out oral and written instructions.
- Lead and audit payroll, leave, insurance and other payroll related activities
- Train and provide work direction to others
- Perform responsible payroll recordkeeping duties with a high degree of skill and accuracy
- Learn to interpret, apply and explain rules, regulations, policies and procedures
- Process payroll and related records for assigned payrolls
- Add, subtract, multiply and divide quickly and accurately
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Complete work with many interruptions
- Type or input data at an acceptable rate of speed; 40 words per minute
- Maintain records and prepare reports
- Learn appropriate rules, regulations and technical procedures used in assigned areas of specialization

Education Required:
High School diploma, supplemented by course work in bookkeeping, accounting or similar subjects.

Licenses, Certifications, Bonding, and/or Testing Required:
Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of valid California Driver's License.