JOB DESCRIPTION

JOB TITLE: Payroll Technician

Job Family: Fiscal Support Services

Range: 42

Job Purpose Statement:
Under the general direction of the Accounting Supervisor, is responsible for all technical/clerical support duties in the processing and maintenance of payroll functions records and reports. Verifies and maintains proper financial coding pursuant to SACS and Budget controls, and follows all Federal, State, District and local laws, policies, and procedures in association with payroll management. Acts as resource regarding assigned areas and must demonstrate accuracy, attention to detail and independent judgment and problem-solving skills to be exercised in relation to specific assigned areas.

Essential Job Functions

- **Ensures** all payroll reports are timely and accurate.
- **Ensures** all pay adjustments and payments are in accordance with District policies and procedures.
- **Prepares** reports and technical materials following standard forms, procedures, or policies.
- **Computes,** verifies, balances and adjusts accounts, records and data requiring independent judgment based on established procedures and policies.
- **Monitors** Board of Trustee actions to ensure appropriate payroll transactions are completed.
- **Researches** problems, questions areas of concern; tracing payments, credits, and addresses employees and/or agencies as necessary to ensure prompt resolution to discrepancies.
- **Calculates** and audits monthly reconciliation of payroll transactions, voluntary payroll deductions, worksheets, attendance leave accruals, and other miscellaneous calculations and data entry as needed and immediately corrects errors.
- **Knowledge** of STRS/PERS/Apple retirement procedures, applications and systems in association with eligibility, benefits, restrictions and required forms.
- **Verifies** accuracy of computer generated reports; adjusts/corrects information as needed.
- **Maintains** a variety of confidential payroll and employee records and files, financial records and data files.
- **Maintains** payroll financial/special reporting transactions, including assigning payroll codes, verifying proper authorization, auditing and balancing, and sort and distribute warrants.
- **Operates** computer terminal; independently enters, retrieves, proofs and updates payroll related data including monitoring of expenditures.
- **Obtains** and provides payroll-related information for County Office and District Departments and staff as assigned.

Other Job Functions

- Performs a variety of clerical duties as assigned including typing, filing, running copies, distributing mail, answering telephones, taking messages.
- 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 –** Two (2) years of experience in financial record keeping work, preferably within a school district. A working knowledge of computer programs and spreadsheet software.
- **Knowledge of:**
  - Payroll and business office methods and procedures.
  - District Labor agreements for both certificated and classified bargaining units.
  - Methods and practices of financial record keeping.
  - Standard accounting requirements, general accounting and bookkeeping principles and procedures related to assigned areas of responsibility.
  - Federal, State, District and local laws, policies and procedures dealing with payroll management.
  - County/school district financial and payroll accounting relationships.
  - Financial systems for personnel and payroll record keeping, and school district business procedures
  - Correct English usage, grammar, spelling, punctuation, and math

- **Skills/Abilities:**
  - Typing/keyboarding at 30 words per minute; operate standard office equipment including use of computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations.
  - Able to sit for prolonged periods, work under minimal supervision accurately and with attention to detail; understand and carry out oral and written instructions.
  - Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation. Learn appropriate rules, regulations and technical procedures used in assigned areas of specialization.

EDUCATION/TRAINING:

- Must be a high school graduate or equivalent
- Supplementary advanced training in accounting, payroll, data processing or related work.

LICENSES, BONDING, AND/OR TESTING REQUIRES: Criminal Justice Fingerprint clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test and possession of a valid California Driver's License.

* **Education Required**: High School diploma or equivalent.

* **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.