NATOMAS UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

Position: Payroll / Benefits Technician Lead	FLSA: Non-Exempt
Reports to: Coordinator III of Payroll and Benefits	Salary Grade: 17

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY

Under the direction of the Coordinator III of Payroll and Benefits, the Payroll/Benefits Technician Lead is part of a payroll career path that coordinates and participates in the auditing, preparation, processing, maintenance, and reconciliation of certificated and classified payroll and employee benefits programs.

The Payroll/Benefits Technician Lead performs advanced and complex payroll, benefits, retirement, leave administration, and payroll accounting duties to ensure accurate employee compensation and compliance with applicable laws, regulations, collective bargaining agreements, and District policies. Serves as a lead by assigning, prioritizing, and reviewing workflow; conducting audits and quality control reviews; providing technical assistance and training; and maintaining related records, reconciliations, and reports.

The Payroll/Benefits Technician Lead is expected to be capable of performing all of the requirements and job duties in the Payroll/Benefits Technician job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead and coordinate payroll and benefits activities by assigning and reviewing work, monitoring timelines, conducting quality control reviews, and providing technical guidance and training to Payroll and Benefits Technicians.
- Review, reconcile, and process certificated and classified payrolls to ensure accurate compensation, deductions, leave usage, retirement contributions, account coding, and compliance with applicable laws, regulations, negotiated agreements, and District policies.
- Audit payroll source documents, employee records, salary placement, work calendars, leave balances, tax and benefits information, retirement reporting, and time reporting data for accuracy and completeness.
- Reconcile payroll registers, benefit invoices, retirement reports, deduction reports, general ledger accounts, and County Office records with District financial systems, benefit providers, and third-party agencies.
- Monitor internal controls, payroll procedures, and compliance processes; analyze payroll data and trends; and recommend corrective actions and process improvements to enhance accuracy and efficiency.
- Prepare payroll summaries, reconciliations, journal entries, annual compensation reports, and supporting documentation for administrators, County Office personnel, state agencies, and external reviewers.
- Confer with Human Resources, Fiscal Services, County Office personnel, administrators, and outside agencies regarding payroll processing, reporting requirements, compliance matters, and resolution of discrepancies.
- Maintain confidentiality of employee payroll, benefits, and personnel information.
- Prepare and distribute annual employee compensation reports.
- Perform other duties as assigned in support of the overall objective of the position.

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Knowledge of:

- Advanced payroll auditing methods, procedures, and internal controls.
- Applicable federal, state, and local laws, regulations, policies, and procedures governing payroll, retirement systems, employee benefits, and wage and hour requirements.
- California Education Code provisions governing certificated and classified payrolls.
- STRS, PERS, payroll tax, garnishment, and benefits reporting requirements.
- Payroll accounting practices, reconciliation procedures, and general ledger processes.
- Integrated payroll, human resources, finance, and benefits systems.
- Principles of training and providing work direction to others.
- Spreadsheet, database, and payroll reporting software applications.
- Oral and written communication skills and effective customer service techniques.

Ability to:

- Coordinate payroll auditing and prepare financial and audit reports with accuracy and attention to detail.
- Analyze payroll data, identify discrepancies, and implement corrective actions independently.
- Interpret and apply laws, regulations, policies, procedures, and negotiated agreements related to payroll administration.
- Review and verify payroll transactions, retirement reporting, deductions, and leave balances for accuracy and compliance.
- Train and provide technical guidance to payroll staff and District personnel.
- Maintain strict confidentiality regarding employee and District information.
- Meet schedules and timelines while managing multiple priorities.
- Communicate effectively both orally and in writing.

PHYSICAL ABILITIES

With reasonable accommodations, if necessary, hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

EDUCATION AND EXPERIENCE

An Associate of Arts Degree in general business or accounting plus two years of experience in payroll, benefits processing, and auditing experience is desired. Additional experience may substitute for formal education.

Board Approved: July 22, 2026