

## PAYROLL ANALYST

### OVERALL JOB PURPOSE STATEMENT:

Under the general direction of the Executive Director of Finance and the day-to-day direction of the Director of Financial Services, the job of Payroll Analyst is done for the purpose of coordinating and the establishment and ongoing maintenance of a comprehensive position and budgeting control information system; preparing and providing oversight for the preparation of District payrolls for certificated and classified employees; monitoring payment of employee taxes, benefits and voluntary deductions; preparing and maintaining payroll records, files and reports.

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the fiscal and payroll series ensure proper processing of accounting and budgeting data and provide necessary financial information to management. They provide for timely delivery of checks, payroll, billing invoices and other accounting-related records, reports and materials. These positions also provide audit trails and assist in resolving accounting-related disputes. The Payroll Specialist is a lead level classification with overall responsibility for overseeing the day-to-day establishment and maintenance of a comprehensive position control system that links information systems for human resources, payroll, budget, finance, leave accounting, and time keeping; and day-to-day operation of the District's payroll program and staff. This class provides expert and advisory guidance to staff of other departments in use of the integrated information system and performs and leads other payroll staff in performing specialized responsible and complex functions to generate and account for employee pay, withholdings and voluntary deductions for the monthly payroll cycle in accordance with applicable laws and county pay system policies and procedures. Positions in this class work with considerable independence and have responsibility for the accuracy and timelines of the payroll, including overseeing the work of lower level positions in the payroll office. This class differs from the Payroll Technician which is a specialized class performing responsible and complex functions to generate and account for employee pay and withholdings and voluntary deductions of the monthly payroll cycle.

### ESSENTIAL FUNCTIONS

- Coordinates establishment and maintenance of the District's position control system with links to the human resource information system, the budgeting system, the payroll system, and the accounting system.
- Provides advisory guidance and training to staff of other departments who use the position control system.
- Processes district monthly and special payrolls for the purpose of ensuring timely and accurate issuance of pay warrants to classified and certificated employees.
- Coordinates/maintains payroll records and files for the purpose of ensuring proper processing of data and providing necessary information.

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- Reconciles/audits differences for the purpose of providing for a timely delivery of paychecks, warrants and other pay and benefit related materials.
- Processes data and payments related to District classified and administrative employees for the purpose of processing of benefits, tax information and other data through the Accounting Department.
- Generates/prepares payroll information, reports and individual payroll records for the purpose of providing necessary information, assuring an audit trail and responding to requests from other agencies (e.g. County Office of Education, State Unemployment and Worker's Compensation departments) and to questions or complaints from employees.
- Assists employees, school districts, county, state and others for the purpose of providing information and for resolving individual payroll problems.
- Documents activities/actions for the purpose of providing accurate records and an audit trail.
- Oversees/directs less experienced workers, and temporary help for the purpose of completing job assignments accurately.
- Attends in-services, classes, workshops, conferences for the purpose of providing the District with new policies and procedures.
- Monitors payroll for the purpose of verifying computations and time reports, and assuring proper authorization and appropriate accounting coding, determining if wages are subject to retirement.

### OTHER FUNCTIONS

- Provides information and orientation/training to other employees as assigned for the purpose of developing staff skill in payroll system processes and procedures.
- Performs other related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE, SKILLS AND ABILITIES

**KNOWLEDGE** is required to perform algebra and/or geometry; read technical information, compose a variety of documents and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: principles of use, maintenance, and data reporting of relational database systems linking payroll, human resources, position control, budgeting, and accounting systems; accounting/bookkeeping principles; principles and techniques involved in payroll preparation, monitoring and control; labor contracts and their unique characteristics affecting payroll; applicable sections of the State Education Codes and other applicable Federal and State laws and District policies and procedures; and concepts of grammar and punctuation.

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**SKILLS** are required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment, including using pertinent software applications; performing accounting procedures; preparing and maintaining accurate records; and compiling and analyzing financial and statistical information and data.

**ABILITY** is required to schedule a number of activities; routinely gather, collate, and/or classify data; and use basic job-related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing various processes, some of which may be undefined; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate to significant; and with equipment, it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.

### **RESPONSIBILITY**

Responsibilities include: working under limited supervision focusing primarily on results; leading, guiding, and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is frequently required to perform the job's functions. There is a continual opportunity to impact the District's services.

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard-free environment, and in a clean atmosphere.

### **EXPERIENCE**

Four years of school district payroll experience. Experience in a lead or supervisory capacity preferred but not required.

### **EDUCATION**

High school diploma or equivalent supplemented by course work in accounting, finance, and/or payroll. A Bachelor's degree in business, accounting, finance, or closely related field may substitute for up to two years of the required experience.

### **REQUIRED TESTING**

None Specified

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### **CERTIFICATES AND LICENSING**

None Specified

### **CONTINUING EDUCATION/TRAINING**

None Specified

### **OTHER REQUIREMENTS**

Criminal Justice/Fingerprint Clearance; TB Clearance