

PAYROLL TECHNICIAN**OVERALL JOB PURPOSE STATEMENT:**

Under the direction of the Director of Human Resources and the day-to-day guidance of the Payroll Specialist, the job of Payroll Technician is done for the purpose of preparing 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 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 and provide audit trails and assist in revolving accounting-related disputes. The Payroll Technician is a specialized classification that performs 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 under general guidance of a higher level specialist and have responsibility for the accuracy and timeliness of the assigned payroll. This class differs from the Payroll Assistant class which performs complex clerical duties within clearly established systems and procedures in support of functions such as leave accounting or worker's compensation claims tracking and coordinates this information with the payroll system and claims management system.

ESSENTIAL FUNCTIONS

- 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.
- 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 benefit/s, 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 record/s and an audit trail.
- 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

- 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 solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: 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 laws; and concepts of grammar and punctuation.

SKILLS are required to perform single 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.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined but different processes; 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 different 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; 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 sometimes required to perform the job's functions. There is a continual opportunity to impact the Organization'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.

EDUCATION

High School Diploma or equivalent supplemented by course work in general accounting.

EXPERIENCE

Two years of school district payroll experience.

REQUIRED TESTING

None Specified

CERTIFICATES AND LICENSING

None Specified

CONTINUING EDUCATION/TRAINING

None Specified

OTHER REQUIREMENTS

Criminal Justice/Fingerprint Clearance; TB Clearance