



Classification Specification

PAYROLL TECHNICIAN – CERTIFICATED

Department:	Fiscal Services
Reports To:	Director of Fiscal Services
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Perform a variety of technical payroll accounting duties to ensure certificated employees are paid in an accurate and timely manner; prepare and maintain a variety of automated and manual records and reports related to the payroll function.

Essential Duties and Responsibilities:

- Perform a variety of complex payroll accounting duties to ensure employees are paid in an accurate and timely manner; prepare, process, and evaluate a variety of payroll related forms and records.
- Prepare certificated payrolls as assigned, including regular, variable, manual, or supplemental and any retro payrolls.
- Audit timesheets and other calculations against payroll reports; calculate salary adjustments, leave time, deductions, timesheet corrections, and overtime pay; verify proper authorizing signatures, calculations, and accuracy of payroll adjustments; ensure accuracy of codes on payroll documents.
- Prepare and maintain a variety of financial and statistical records, statements, and reports related to payroll, benefits, employees, garnishments, earnings, contributions, and assigned activities.
- Enter a variety of payroll, retirement, and employee data into assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets, and generate a variety of computerized reports and statements; ensure accuracy of input and output data.
- Assist in the activation of a variety of voluntary deductions; process voluntary deductions, garnishments, and various other transactions for payroll adjustments; assist employees with the proper completion of various forms and applications.
- Serve as a technical resource to personnel regarding payroll processes, policies, and procedures; respond to inquiries and provide information concerning calculations, pay rates, benefits, taxes and leave; investigate and resolve retroactive and other payroll discrepancies.

- Establish and maintain detailed automated permanent records regarding personnel; input and update a variety of data, including pay rates, tax status, deductions, vacation and sick leave, benefits, and other employee information.
- Research, compile information, and prepare and maintain a variety of records and reports related to employee information, timesheets, pay rates, salary adjustments, disability, Workers' Compensation, payroll data, attendance, and assigned duties; submit payroll reports to appropriate personnel for processing.
- Reconcile payroll distribution; verify checks and pay slips match time report and ensure accuracy of information; sort time reports by pay location and prepare for distribution; complete routing sheets for warehouse delivery; record payroll received at each site.
- Update catastrophic leave and sick leave balances; prepare and send employees information regarding their balances for sick leave catastrophic leave and related information.
- Ensure mandated tax reports and related payments are submitted to appropriate agencies in accordance to established timelines and regulations; maintain current knowledge of collective bargaining contracts, labor laws, education codes, and federal and state payroll regulations and change; process and maintain required submission reports for the US Department of Labor.
- Maintain and verify employees on leave of absence for pregnancy, baby bonding, Family and Medical Leave Act (FMLA) and other reasons; ensure accuracy of pay and benefits for employees during leaves; notify unions of balance for employees requesting catastrophic leave; assist district personnel verified dates for employees on leave and return dates.
- Maintain records of individual earnings, deductions, and related data; process new hires, retirements, and terminations as appropriate; verify documents for proper account codes, pay rates, and related data.
- Provide information to staff concerning payroll techniques, procedures, guidelines, and regulations; assist in coordinating accounting activities to meet established payroll timelines.
- Prepare, process, and ensure accuracy of a variety of required tax forms as assigned; perform periodic tax procedures and related payroll reconciliation functions; prepare and distribute mandated tax reports; compile and verify related employee information.
- Operate a variety of office equipment, including a calculator, computer, and assigned software.
- Train and provide guidance to staff related to payroll training and explanations of payroll procedures.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Principles and techniques involved in payroll preparation and processing.
- Tax withholding, voluntary deductions, benefits, garnishments and supplemental insurance and related State Teacher Retirement System (STRS).
- Preparation, maintenance, verification and processing of payroll records and reports.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable laws, codes, regulations, policies, and procedures.
- Principles and practices of data processing.
- Modern office practices, procedures, and equipment.
- Oral and written communication skills.
- Interpersonal skills including tact, patience, and courtesy.

- Mathematical computations.
- Computer information systems used for transmitting and receiving financial data and reports for the District.

Ability to:

- Perform a variety of technical duties in the preparation payroll for certificated personnel.
- Assure employees are paid in an accurate and timely manner.
- Prepare and maintain a variety of automated and manual records and reports.
- Interpret, apply, and explain laws, rules and regulations related to payroll activities.
- Process payroll and related records for payrolls.
- Monitor, audit, adjust and reconcile payroll data.
- Identify, investigate, and resolve financial errors and discrepancies.
- Type or input data accurately at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Compare numbers and detect errors efficiently.
- Make complex calculations with speed and accuracy.
- Communicate effectively both orally and in writing.
- Assemble, organize, and prepare data for records and reports.
- Maintain confidentiality of sensitive and privileged information.
- Maintain cooperative relationships with those contacted in the course of work.
- Meet timelines and adhere to schedules.

Education: Associate's degree in business administration, public administration, accounting or a related field from an accredited college or university.

Experience: Three (3) years of increasingly responsible experience in the preparation and maintenance of financial records including one year in the maintenance of payroll records.

Licenses, Certifications, and other requirements:

- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- Previous payroll experience in an educational setting is desirable, but not required.

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/office work environment.
- Moderate levels of ambient noise.
- Fast-paced work environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work at a desk or table for extended periods of time.
- See for the purpose of reading.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Operate office equipment.
- Stand and/or walk around for extended periods of time.
- Lift and/or carry objects up to 30 lbs. in weight.
- Bend, twist, stoop, or kneel, and reach in all directions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.