



For the future of every student

CLASS TITLE: PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Assistant Director-Budget & Finance, perform a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner; prepare and process regular and supplemental payrolls; process, calculate, verify and update records with a variety of payroll data.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical payroll accounting duties in accordance with established policies and procedures; assure District employees are paid in an accurate and timely manner; receive, review, verify, prepare and process various payroll records and documents.

Review and process employee time sheets; calculate and input time information, pay rates, salary adjustments and overtime pay; verify proper authorizing signatures, coding, calculations and accuracy of payroll adjustments; request and obtain signatures and additional information as needed.

Process regular and supplemental payrolls; input, code and adjust timesheet, employee and other payroll information in an assigned computer system; generate computerized lists and reports; develop spreadsheets; assure accuracy and completeness of input and output data.

Establish and maintain detailed permanent payroll records for District personnel; process and update records with pay rates, deductions, contributions, tax withholdings, tax shelter annuities, vacation and sick leave, and other data and information.

Calculate, assemble, match, code, sort, review, verify and post a variety of payroll data such as hours, tax information, leave, days worked and work assignment; balance, reconcile and submit payrolls for check processing; identify and resolve payroll issues and discrepancies.

Review and audit payroll data, records and reports for accuracy and completeness; compare and reconcile forms, statements, records, reports, lists, spreadsheets, time cards and other financial documents; identify errors and make appropriate corrections and adjustments.

Serve as an informational resource to employees concerning assigned payroll functions; respond to inquiries and provide detailed information concerning related salaries, deductions, leave, taxes, paychecks, transactions, issues, practices, policies and procedures.

Compile information and prepare and maintain a variety of records and reports related to employee information, taxes, retirement, employment, leave and assigned duties

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Receive, sort, process and distribute paychecks and mail as assigned; duplicate, sort, file and distribute payroll materials as necessary; prepare, distribute and respond to a variety of correspondence.

Process a variety of special payroll transactions such as retroactive pay, garnishments, lost warrants and overtime; follow up on and resolve outstanding warrants or warrant cancellations.

Monitor and adjust data and information related to employee usage of leave.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques involved in payroll preparation and processing.

Methods, procedures and terminology used in technical accounting work.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Verification and processing of payroll records and reports.

Payroll policies and procedures.

Data control procedures and data entry operations.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Arithmetic computations.

ABILITY TO:

Perform a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner.

Process employee time information and related documents for payrolls.

Maintain accurate financial and statistical records.

Prepare and evaluate comprehensive accounting reports and statements.

Review, process, evaluate and verify a variety of financial information.

Monitor, audit, adjust and reconcile payroll data.

Identify, investigate and resolve financial errors and discrepancies.

Type or input data at an acceptable rate of speed.

Compare numbers and detect errors efficiently.

Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Learn tax withholdings, voluntary deductions and employee benefits.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Perform arithmetic calculations quickly and accurately.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in accounting or related field and two years payroll, accounting or related experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Approved by Personnel Commission: 09/19/2007