

PAYROLL TECHNICIAN

DEFINITION

Under general supervision, performs detailed technical work in the preparation, review and processing of payroll records and documents for the District; prepares periodic and special reports, including tax, insurance and other billings; completes and verifies monthly retirement reports; and performs related work as assigned.

CLASS CHARACTERISTICS

Payroll Technician is an advanced/technical level class in the accounting support area, fully competent to independently perform a variety of complex and detailed payroll and related technical support work. The incumbent is expected to perform daily work with minimal supervision and to exercise sound judgment in applying District policies and State and Federal laws. This class is distinguished from other accounting support classes by the specific payroll-related and complex nature of the work performed.

EXAMPLES OF DUTIES

Enters, maintains, researches, modifies and retrieves payroll information for all District employees using an on-line, partially automated system, following strict deadlines and procedures.

Computes and verifies retirement reporting of multiple retirement programs.

Calculates rates of pay, hours of work and fringe benefits for monthly, hourly and substitute employees.

Calculates and maintains on-line and manual records of workers' compensation, differential payments, working-out-of-class pay and state disability payments; verifies support documentation, garnishments, liens and other mandatory deductions.

Calculates, reviews, audits and inputs time information covering overtime, overcode, stipends, extra duty, missed prep and changes in status such as FTE changes, changes in positions, terminations, new hires and other employee categories.

Calculates, audits and posts sick leave, vacation, special leave, floating holidays, jury duty and workers' compensation hours.

Coordinates and implements payroll and retirement reporting by interpreting and following negotiated agreements for different employee groups.

Reviews preliminary edits prior to final payroll processing for corrections, additions, deletions and changes in benefit status before payroll is produced.

Audits all documents for accuracy, informs District departments of rules and regulations for retirement reporting, bargaining agreements, benefits and workers' compensation.

Makes manual calculations for warrants when the automated system is unable to process the data due to unusual circumstances.

Coordinates records and insures timely deposit of monies such as jury duty fees, personal checks from employees for medical and dental premiums, accounts for warrant cancellations, abatements and other payroll corrections for County and payroll records.

Provides certificated and classified employees with retirement information and assists with proper procedures and completion of appropriate forms.

Reconciles reports and billings and initiates generation of payments for the District's portion of OASDI, Medicare, dental, STRS, PERS, medical, unemployment insurance and supplemental benefits to outside vendors.

Provides information to District classified and certificated employees regarding payroll records; reviews accuracy of incoming paperwork and provides knowledge of procedures.

Works with workers' compensation vendor, provides absence parameters and doctor's verifications and corrects benefits when vendor errors are identified.

Assesses and implements pertinent laws, regulations and union contracts; attends workshops.

Acts as liaison between the budget department and schools to ensure proper charging to budget accounts.

Prepares and processes journal entries to correct departmental budget code errors.

Prepares monthly processing of payroll warrants, maintains direct deposit and warrant information and coordinates delivery of warrants with District mailroom and warehouse personnel.

Prepares and maintains quarterly reports for the Internal Revenue Service.

Prepares and coordinates annual W2 reporting and disburses forms to current and terminated employees.

Maintains archives of district payroll, vendor and other records and researches historical data for retirement re-purchases, subpoenas and queries concerning employment and/or pay.

Performs a variety of general office support work, including the use of standard office equipment.

QUALIFICATIONS

Knowledge of:

Public agency bookkeeping, accounting and auditing principles and procedures.
Methods of auditing and reconciling payroll records.
Principles and practices of records management techniques.
Payroll report preparation and formats.
Computer applications related to the work, including word processing and spreadsheet applications.
Business arithmetic and basic statistical techniques.
Standard English usage, including spelling and grammar.
Records management principles and practices.
Standard office practices, including filing and the operation of standard office equipment.

Skill in:

Analyzing financial information and preparing accurate schedules and reports.
Making mathematical calculations with speed and accuracy.
Entering and retrieving data into a computer terminal with sufficient speed and accuracy to perform the work.
Identifying and correcting errors on a variety of mathematical computations quickly and accurately.
Understanding school District accounting and MIS terminology.
Effectively communicating in person, over the telephone and in writing.
Explaining and applying a variety of laws, rules and regulations.
Making sound, independent decisions within established policy and procedural guidelines.
Organizing own work, setting priorities, multi-tasking, meeting critical deadlines and accurately handling detailed information.
Establishing and maintaining cooperative working relations with those contacted in the course of work.

Education:

Equivalent to graduation from high school supplemented by post-secondary course work in accounting, finance, computer technology, business or a related field.

Experience:

Three years of payroll/bookkeeping/accounting support or related experience.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

N: 10/77

R: 03/80

R: 11/85

R: 02/97

R: 02/03