

PAYROLL TECHNICIAN

DEFINITION

Under general supervision, to initiate, process and complete payroll and related documents in connection with certificated and classified payrolls of the District and to perform related work as required.

EXAMPLES OF DUTIES

Coordinate and perform complex certificated and classified payroll record management and maintain employee history files; review, evaluate and update time cards and attendance records; post all payroll transactions to employee earnings records; trace errors and pay discrepancies and make corrections as necessary; assist in maintaining and adjusting involuntary and voluntary deductions, including Internal Revenue Tax, OASDI, retirement plans, flexible spending accounts, health care insurance premium, tax sheltered annuity retirement and deferred compensation plans, union dues, and direct deposit; receive and post sick leave, vacation and other employee leave entitlements; reconcile all District payroll records including new hire reporting, vacation/sick/holiday pay, shift differential, overtime and retroactive pay, and assure all necessary corrections are made; distribute payroll warrants, W-2 forms, and retirement statements; notify proper departments and agencies and confirm confidential information regarding unemployment, disability, medical leave, workers' compensation and wage garnishments; and provide advice and assistance in response to payroll inquiries from employees.

QUALIFICATIONS

Knowledge of

Correct English grammar, spelling and punctuation; methods, policies and procedures of public school payroll systems; payroll accounting practices including methods of financial and statistical record management; methods of organizational planning, modern office practices, trends and procedures; principals and practices of operating a computer based personnel/payroll/budget system.

Ability to

Independently perform and make complex payroll calculations quickly and accurately, verify the results and correct processing errors; maintain legible payroll records and files; coordinate, plan and prioritize work to meet deadlines; interpret and apply federal, state and local tax laws and regulations; accurately interpret District policies, Personnel, Accounting and Benefits department procedures, negotiated agreements and applicable sections of the California Education Code, and the federal Fair Labor Standards Act; tactfully and clearly explain payroll policies and procedures; understand and carry out oral and written directions; pass payroll competency test; operate accounting machines, computer and other office equipment; establish and maintain cooperative working relationships, having good interpersonal skills.

Experience

Two years experience in payroll accounting, fiscal record keeping or equivalent experience which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade, supplemented by training and/or coursework in payroll accounting, bookkeeping, business office organization or closely related fields.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1978

Revised: February 21, 1979

Revised: June 7, 1990

Revised: August 29, 1996

Revised: February 10, 1998, effective March 1, 1998

Revised: December 10, 2002 effective January 1, 2003

Revised: June 15, 2023