

PAYROLL TECHNICIAN**Job Descriptions:**

Under the direction of the Chief Operations Officer, performs complex and technical payroll computations, budgetary accounting, and clerical duties relating to the issuance of regular and supplemental payrolls in compliance with District policies, county, state, and federal mandated requirements and reports. Performs other related duties as assigned.

Qualifications:

- Education: Equivalent of the completion of the twelfth grade, supplemented by course work or training in payroll or general accounting obtained through a community college, trade, or correspondence school.
- Experience: Two years of increasingly responsible payroll/accounting experience.
- Knowledge: Principles, methods and practices of financial record-keeping, payroll and employment contracts. Federal and State laws and California Education Code (desirable). Modern office automation procedures and practices. Proper English usage, spelling, grammar and punctuation.
- Ability: Communicate with District active and retired employees and various governmental and insurance agencies regarding payroll and employee deductions, and related record-keeping requirements, standards and procedures. Establish and maintain cooperative and effective working relationships with others. Meet schedules and time lines. Maintain confidentiality of sensitive and privileged information. Complete work with many interruptions. Maintain records and prepare reports.

SKILLS AND ABILITIES:

1. Possesses knowledge of state laws and regulations and District policies pertaining to payroll procedures and requirements.
2. Possesses knowledge of current methods of statistical record keeping as applied to payroll records.
3. Possesses the ability to perform payroll-related duties requiring independent judgment and initiative under the stress of strict deadlines.
4. Performs complex computations rapidly and accurately.
5. Possesses knowledge of office methods, practices, procedures, and equipment.
6. Utilizes proper English, grammar, punctuation, spelling, and speaking skills.
7. Identifies and defines problems, collects data, establishes facts, and draws valid conclusions.
8. Communicates effectively orally and in writing.
9. Works with District and County personnel, and the general public in a pleasant and cooperative manner.
10. Possesses competence in basic computer skills including the use of spread sheets and standard office software applications.
11. Possesses knowledge of District policies, rules, and regulations.
12. Understands and follows complex oral and written instructions and completes assignments in an independent manner.
13. Maintains professional confidentiality and works collaboratively with peers.
14. Analyzes situations and takes appropriate action regarding routine/emergency procedural matters without immediate supervision.
15. Plans, organizes, and coordinates assigned tasks so as to meet established timelines.
16. Learns skills and abilities and completes tasks that might need to be made in the event of workplace demands or another employees absence.

17. Establishes and accurately maintains a variety of complex records and files, and prepare related reports.
18. Performs advanced and complex secretarial/clerical work and mathematical calculations with speed and accuracy.
19. Practices effective financial record keeping procedures and techniques.

ESSENTIAL FUNCTIONS:

1. Processes and reconciles accurate regular and supplemental payrolls by utilizing State Accounting Code System (SACS) criteria, mandated federal and state tax and benefit codes, and District policies and negotiated agreements.
2. Compiles and maintains accurate and organized employee payroll files.
3. Compiles and maintains appropriate payroll reports in accordance with accepted accounting procedures, including retirement and unemployment reports.
4. Reconciles payment of federal and state taxes, social security, and any other payroll-related deductions.
5. Responds appropriately and in a timely manner to questions related to payroll computations, forms, and reports.
6. Prepares accurate and legally correct financial reports including state, federal, District, and reports requested by other agencies.
7. Processes and reconciles payroll and benefit eligibility reports and payments.
8. Gathers, compiles, sorts, files, copies and distributes necessary payroll materials.
9. Assists active employees, retired employees, and Board Members with insurance and retirement issues.
10. Answers telephones in a pleasant and courteous manner.
11. Operates a variety of standard office equipment including typewriter, keyboard, computer workstation, printer, copier, and calculator.
12. Prepares a variety of documents and materials including statistical reports, forms, and rosters.
13. Maintains proficiency to meet District standards on current office equipment and computer software programs.
14. Maintains various site inventories of materials, equipment, and supplies.
15. Maintains timely, regular, and consistent attendance at work.

PHYSICAL REQUIREMENTS: Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Repetitive use of hands (i.e. fine manipulation, simple grasping, and power grasping).
3. Utilize and maintain dexterity of hands and fingers to enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
4. See and read a computer screen and printed matter with or without vision aids.
5. Hear and understand speech at normal levels and on the telephone.
6. Speak so that others may understand at normal levels and on the telephone.
7. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Immediate Supervisor: Chief Operations Officer

Assignment: 8 hours per day

Salary Schedule: Confidential Salary Schedule: Range 303