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<b>Position:</b>	<b>Payroll/Benefits Technician</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Fiscal Services</b>	<b>Pay Grade:</b>	<b>Range 19</b>
<b>Reports To:</b>	<b>Supervisor/Director</b>		

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### **SUMMARY**

Under the direction of the Supervisor/Director of Fiscal Services, ensures the timely preparation and maintenance of certificated and classified payrolls; maintains records and prepares reports related to payroll/benefits; performs advanced technical payroll/benefits accounting and recordkeeping activities involving the preparation, processing and maintenance of the payroll/benefits; and, prepares and maintains appropriate accounts involving posting and balancing.

This position requires an understanding of payroll/benefit systems and the laws, regulations, and reporting requirements. Incumbents at this level must also demonstrate competency in the audit of payroll transactions and systems.

### **DISTINGUISHING CHARACTERISTICS**

The Payroll/Benefits Technician's knowledge and capabilities encompass payroll accounting, human resources, benefits, as well as an understanding of the systems on which these functions run. The incumbent will be responsible for ensuring that strict confidentiality is exercised in all areas, including garnishment processing; confers with and obtains information from the California State Teachers' Retirement System (STRS) and the California Public Employees' Retirement System (PERS) to resolve problems or implement changes; and, works with a wide variety of contacts, including but not limited to, District staff, local, county and state government officials and agencies, and the general public.

### **ESSENTIAL TYPES OF DUTIES** (Examples)

- Coordinates and participates in the processing of all District payrolls including computation and posting of employee time, subtraction of appropriate deductions and preparation of required reports;
- Assures payroll timelines are met; maintains payroll controls; assures that proper procedures, policies, rules and regulations are applied to payroll/benefit activities; and, checks payrolls for compliance with rules, regulations and policies;
- Prepares regular and variable payrolls for administrative, certificated, classified and student personnel; prepares retirement reports; and, computes payroll deductions including those for retirement, union dues, tax sheltered annuities, credit union, insurance, and garnishments;
- Confers with data processing and accounting personnel at the County Office of Education concerning payroll/benefit programs and procedures; and, reconciles District payroll with the County monthly;
- Maintains employee retirement coding and accounting to include research of individual employee pay records;
- Provides training to site employees assigned to payroll; reviews work, answers questions and assists with the more complex payroll issues;
- Audits and updates regular and supplemental payrolls, adding new employees and calculating proper deductions; and, maintains current payroll/benefit records for all employees;

- Advises administration of any State and Federal changes in payroll policies;
- Prepares retirement and withdrawal forms and reports for both certificated and classified pay systems;
- Provides employees with information on PERS/STRS/Apple Retirement Systems;
- Provides salary estimates, including all District paid benefits, to assist management with budgeting issues;
- Ensures compliance with STRS and PERS rules and regulations;
- Ensures that payroll/benefit records are up-to-date and includes the necessary job and demographic information for accurate group benefit and retirement plan coverage and deductions; and, oversees and posts changes to District records;
- Works with accounts payable and receivable receipting deposits and mailing AP warrants; and, preparing journal entries correcting and/or changing payroll charges;
- Provides information to employees concerning salaries, deductions, insurance rates and general payroll policies;
- Assists independent auditors during annual audit;
- Processes wage verifications;
- Assists with the processing, open enrollment, and reconciliation of health and welfare benefits for employees, COBRA and retirees;
- Works closely with District Attendance Specialist to obtain information to complete Workers Compensation, Disability, and contract/vacation payoff forms; and,
- Performs related duties as assigned.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires knowledge of the laws, regulations, and procedures that govern payroll/benefits and payroll/benefits processing; integrated/automated payroll/benefit systems; accounting practices and generally accepted accounting principles; knowledge of STRS/PERS laws and guidelines and implement updates as necessary to ensure compliance with regulations; office practices, procedures and equipment, including filing systems, letter and report writing; personal computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, and data entry onto custom data bases; proper English usage, proofreading/editing, and mathematics skills; terminology, policies, practices and procedures of the area to which assigned; telephone techniques and etiquette; and oral and written communication skills.

**Abilities:** Ability to perform all aspects of the position; learn District policies and procedures, learn the District's payroll/benefits system; learn departmental procedures and standing instructions related to work performed; prepare clear, complete and concise financial records and analyze accounting data and prepare financial reports pertaining to the area of specialization; conduct technical research, complete complex arithmetic computations and prepare reports; work with staff in a manner that encourages a positive work environment; analyze situations and implement effective solutions; understand and carry out oral and written directions without continuous supervision; learn applicable sections of the current negotiated labor contracts, Education Codes, and other applicable laws and regulations; meet schedules and timelines; apply and explain policies, procedures, rules, regulations and Education Codes involved in assigned activities; work confidentially with discretion; understand and follow oral and written directions; communicate effectively both orally and in writing; and, establish and maintain cooperative and effective working relationships with others.

**Physical Abilities:** With or without the use of aids, requires sufficient visual acuity to recognize letters, words and numbers, and to read printed materials; sufficient arm, hand, finger and hand/eye coordination and manual dexterity to write; operate a personal computer keyboard, and other office equipment; ability to hear and understand in person and on the telephone; and sufficient body movement and mobility to drive an automobile, when required.

**Education and/or Experience:** High school diploma or equivalent, and four years of technical payroll accounting experience is required; at least one year of payroll accounting experience in a school district is desired.

**Licenses and Certificates:** TB Test clearance, and Criminal Justice Fingerprint clearance and valid Driver's license.

Board Reviewed: May 22, 2008