

**CLASS CODE:** 2033  
**REPORTS TO:** Controller  
**FLSA CATEGORY:** Non-exempt  
**LEVEL:** Classified

**CHARACTERISTICS OF THE CLASS**

Under supervision, performs a variety of technical payroll and accounting related duties in the Fiscal Department. Work involves administration and preparation of employee payroll records and related payments and withholdings. Applies applicable rules and regulations to insure correct payments and records. Resolves payroll related issues.

**ESSENTIAL FUNCTIONS**

Any one position may not include all the duties listed nor do all the listed examples include all tasks that may be found in positions of this class.

- Prepares, verifies and enters data for all payroll payments.
- Searches and analyzes payroll and personnel data to ensure accuracy in payments and deductions, including retirement and other benefits.
- Ensures all payroll payments comply with the State Teachers' Retirement, Public Employees' Retirement system, and IRS and FLSA rules and regulations.
- Assists in compiling data and information for year-end closing.
- Assists in payroll system testing, maintenance and development of recommendations.
- Ensures the accuracy of payroll, retirement, and benefit codes and allocations.
- Research, analyze, and identify discrepancies and reporting errors and process appropriate corrections.
- Audit employee calendars, personnel actions affecting payroll and retroactive salary calculations.
- Uses judgment and initiative in making determinations based on established procedures, guidelines, accounting manuals, education code, laws and other data.
- Utilizes various software systems to extract data for report creation and analysis.
- Monitors expenditures.
- Initiates, prepares and/or processes expenditure of appropriation transfers.
- Researches inquiries from staff, refers complex or unusual situations to Analyst or assigned supervisor.
- Assists in budget development, including analyzing prior year expenditures, projecting salaries, or preparing cost studies.
- Maintains records on timesheets, payroll costs, and a variety of other specialized records.
- Reconciles checking accounts and makes reimbursements.
- Reviews time card authorizations, budget coding, and processing, collections accounts and financial spreadsheets for completion, accuracy and compliance with policies, procedures and regulations.
- Attends staff meetings, in-service training, workshops, conferences and other training.
- Performs miscellaneous clerical duties.
- Analyze, reconcile, resolve problems, process PEX Card statements for payment.
- Maintains confidentiality.
- Performs other duties as assigned.

**QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

- Education or training in bookkeeping, accounting, or business.  
OR
- 3 years of experience with increasing responsibilities in financial recordkeeping, payroll, accounts payable, or similar clerical positions.

**SKILLS, KNOWLEDGE AND ABILITIES:**

- Knowledge of or ability to learn, interpret and apply Visions In Education's objectives, policies, procedures, rules, regulations and operations.
- Knowledge of or ability to learn and use applicable sections of the California Education Code, Charter law and other pertinent laws.

- Knowledge of or ability to learn school business accounting processes and procedures.
- Knowledge of or ability to learn laws and regulations pertaining to payroll.
- Knowledge of or ability to learn and interpret department policies, procedures, rules, regulation and operations; and ability to develop and maintain a system for monitoring and maintaining these documents.
- Knowledge of principles, procedures, and terminology used in accounting work.
- Ability to post data and make arithmetical computations rapidly and accurately.
- Skill in detecting and correcting errors or omissions.
- Ability to follow oral and written instructions with a minimum of direction.
- Ability to establish and maintain effective working relationships with others.
- Ability to read and interpret federal, state and other appropriate accounting regulations and procedures.
- Ability to perform research and prepare reports, and compile information from a variety of sources.
- Skill and ability to read, write legibly, and edit written documents.
- Knowledge, skill and ability to use modern office practices, procedures and equipment, record-keeping and file/document maintenance techniques.
- Skill and ability to use tact, patience and courtesy in interpersonal relations and communicate effectively both orally and in writing.
- Ability to establish and maintain effective work relations with those contacted in the performance of required duties.
- Ability to work independently and in a team environment, and be held accountable for results.
- Skill and ability to plan, organize, coordinate, prioritize and handle multiple tasks, work under pressure, and work with priorities/deadlines subject to changes and frequent interruptions.
- Ability to understand and apply technical procedures and requirements.
- Ability to maintain a professional attitude and strong customer service focus at all times.

**OTHER QUALIFICATIONS:**

- Due to the nature of our work serving students and families, this position may be required to work overtime, work weekends and possibly flex your schedule to meet the needs of our students/families.

**WORK ENVIRONMENT AND PHYSICAL ABILITIES**

The physical requirements below are necessary to perform the essential functions. Reasonable accommodations will be made to enable a person with a disability to perform these functions.

- Work environment is a typical office setting. Requires willingness and ability to work effectively and move about in an office.
- Physical, mental and emotional stamina to work up to an eight-hour shift under sometimes-stressful conditions, with frequent distraction and interruptions and deal with angry/upset people in a calm and professional manner.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office and computer equipment, to keyboard and write, file, and maintain records and reports.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Sufficient visual acuity to see and read small print.
- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of lunch and breaks).
- Sufficient mobility to bend, stoop, push/pull, lift, stand, and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.

Created: 7/2003

Updated: 1/2014 format changes, added essential functions, updated duties and qualifications; 5/2015; 12/2018 overtime wording; 11/2019 title, 1/2022 updated duties