



## **JOB DESCRIPTION**

### **Payroll Specialist**

#### **SUMMARY**

The Payroll Specialist is responsible for supporting the Finance Department by performing a variety of highly responsible payroll and other assigned general accounting processes to ensure accurate and timely payment of wages and benefits to full-time and part-time employees in accordance with legal requirements and sound financial management principles and practices. Work of a Payroll Specialist requires a detailed understanding of payroll and benefit policies, procedures and legal requirements and associated accounting transactions, attention to detail, confidentiality, and accuracy to ensure the timeliness and integrity of the payroll process. This position will support and uphold the mission and vision of the Classical Academies.

#### **ESSENTIAL DUTIES**

- Perform a variety of detailed payroll functions to ensure timely and accurate payroll for all full- and part-time teachers, classified employees, and administrators following established procedures
- Set up and properly code payroll transactions and retirement contributions to ensure proper recording and reporting of transactions; Make changes to employee payroll and retirement records as necessary
- Execute a variety of computations and adjustments involving gross pay, voluntary deductions, retirement system contributions, statutory withholdings, and leave adjustments; Process corrections and adjustments to ensure timely and accurate pay
- Review time and attendance data and ensure timekeeping and absence information have been entered accurately in the payroll system; Identify and resolve time reporting, funding, coding discrepancies, and potential errors with appropriate departments and/or supervisors
- Train, review, and monitor new employees on all payroll and retirement policies and procedures
- Monitor and maintain knowledge of current federal, state and local laws and statutes applicable to payroll and retirement
- Examine, monitor and update employee eligibility for enrollment into



- various benefit and retirement programs and fulfill reporting requirements to various agencies, including the San Diego County Office of Education
- Serve as subject matter expert on payroll and pension requirements, procedures, and processes
  - Reconcile and process payroll liability payments due to federal, state and local agencies
  - Generate compliance payroll and retirement reports for submission to regulatory agencies
  - Reconcile and maintain schedule for vacation and sick leave balances
  - Assist in year-end closing procedures, which may include but are not limited to calculating and posting payroll-related accruals, vacation liability accruals, and retirement accruals.
  - Generate and provide ad hoc reports requested by other departments
  - Assist external auditors by providing supporting documentation and other information required for audit and financial reporting
  - Keep payroll system up-to-date with new rates related to payroll, retirement, and other benefit plans
  - Update and maintain payroll and retirement manuals of job responsibilities
  - Perform related duties and responsibilities as required

## **EMPLOYMENT STANDARDS & QUALIFICATION**

### **Basic Knowledge:**

- Knowledge of payroll functions within governmental fund accounting
- Knowledge of state retirement systems, CalSTRS and CalPERS
- Knowledge of accounting principles and procedures
- Knowledge of the California School Accounting Manual (CSAM) and Standardized Account Code Structure (SACS)
- Knowledge of California Education Code (EdCode) sections related to the payroll functions, and charter schools
- Ability to manage and prioritize multiple tasks
- Ability to accurately perform administrative work with efficiency
- Ability to gather and analyze data, draw logical conclusions, and make appropriate recommendations
- Possess organizational skills for productive office operation



- Ability to work independently and maintain effective working relationships with all levels of employees and the public
- Ability to communicate clearly orally and in writing
- Knowledge of filing procedures

#### **Interpersonal Skills:**

- Ability to work well with others and remain calm under stressful circumstances
- Exceptional communication skills
- Have an understanding of what constitutes confidentiality, how to maintain confidentiality, as well as its limitations
- Have a passion for helping people and always trying to do the right thing for employees and the organization
- Demonstrate the ability to learn quickly and understand specific tasks, their purpose, and how they fit into the “big picture”
- Productively work independently as well as collaboratively
- Have a genuine interest about all aspects of payroll, retirement, prepaid expenditures, elective reimbursement, employee reimbursements and deductions, and accruals

#### **Qualifications:**

- High school diploma or GED is required
- Three years’ experience working with complex payrolls and maintaining payroll records is required
- Three years’ experience performing general accounting duties related to payroll is required
- Strong data analysis, detail oriented, well organized, able to prioritize work and proficiency in Excel is required
- Ability to multitask effectively, efficiently perform duties and meet deadlines is required
- Ability to read, understand, and complete technical forms and financial reports is required
- Willingness to establish and maintain effective working relationships, within the culture of the organization is required
- Knowledge of federal and state employment laws relating to key areas of responsibility is required
- Strong written and oral communication skills is required



- Experience with Charter School or public education preferred
- BA/BS in Accounting or Finance or Business Management is preferred

**Work Environment:** The usual and customary methods of performing the job functions require the following physical demands: sitting, standing and walking. Physical actions may include: lifting, carrying, pushing and/or pulling of items less than twenty-five pounds; occasional kneeling, crouching, bending and reaching. The job requires regular daily use of computer keyboard, mouse and other basic technological devices. The job is performed regularly indoors at a desk; subject to moderate student, campus and environmental noise; subject to daily interaction with employees. This position is eligible for remote work.

### **EMPLOYMENT TERMS**

The essential duties, employment standards, and qualifications are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position. The information contained in this job description is to provide an understanding of the position's main functions and is not intended to be an all-inclusive list of job duties.

The Classical Academies is an equal opportunity employer. Recruitment, hiring, and promotion of individuals in all job classifications will be conducted without regard to race, religion, color, sex, gender identity and expression, sexual orientation, pregnancy, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable laws, except where bona fide occupational qualifications exist. As per the school charter, all employment with The Classical Academies is considered ***at will***. This means that both employees and The Classical Academies have the right to terminate employment at any time, with or without advance notice, and with or without cause.

Eligibility for benefits starts the first of the month 60 days after the date of employment for all new full time employees. Available benefits include: medical, dental, vision, and retirement (State Teachers Retirement System or Public Employees Retirement System). The school will provide a match on all employee contributions into the STRS or PERS program based on the current contribution rates established by California budget legislation.



Exempt employees are expected to attend all professional obligations, whether or not performed within the normal business day. For more details, see pages 28-30 of the Employee Handbook.

The Classical Academy, Coastal Academy, and Classical Academy High School do business as The Classical Academies. The Classical Academies may refer to one or all of the charter schools, as well as additional sites such as: Classical Academy Vista, Classical Academy Middle School, Classical Academy Online and Coastal Academy High.

**Accountability:** Director of Fiscal Services

**Job Classification:** Non-Exempt

**Hourly Rate:** Wage Band E

**Last Revised:** 6/23/2022