



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



PAYROLL TECHNICIAN

JOB SUMMARY:

Under general supervision of the Director, Fiscal Services, responsible for accurate and timely classified and/or certificated payroll processing; prepares reports; assists in the development, installation and revision of payroll record keeping procedures.

CLASS CHARACTERISTICS:

This is a specialist level classification in the accounting series. An incumbent is expected to exercise considerable initiative and make sound independent judgments in the course of preparing a major payroll. Accurate, complete and timely work products within rigid time schedules are consistently expected. A good knowledge of overall payroll systems is required to work successfully in this class.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Prepare the certificated and/or classified payroll(s), ensuring accurate time records are obtained, verified and maintained; *E*

Using Board agenda and/or Personnel Requisitions update payroll data bases to incorporate approved changes in assignments, stipends, and cost of living adjustments; *E*

Gather, tabulate, extend, balance, audits, adjust, post, type and input data into payroll system and prepare related reports, documents and data; *E*

Maintain sick leave, vacation, holiday and fringe benefit records; *E*

Process required payroll adjustments for certificated and classified leave requests, computing and making necessary changes in the retirement accounts of employees; *E*

Analyze, interpret, and apply existing and changing laws, regulations, labor contract provisions and directives relative to payroll transactions; *E*

Process voluntary deductions for tax sheltered annuity (TSA) contracts, insurance and Section 125 changes and submit payments to companies; *E*

Perform earnings corrections and annually compute, reconcile against quarterly employee taxes paid by district and prepare W-2 forms for distribution to employees; *E*

Research and compile information on employee health and insurance issues, and answer questions on premiums and deductions; *E*

Compile data and prepare State and Federal reports, e.g., the Multiple Worksite and Unemployment reports;
E

Monitor and update employees Workers' Compensation claims, making year-to-date adjustments as necessary; also prepare forms required for processing disability claims; *E*

May compute and prepare quarterly tax reports;

Assist and consult in the preparation of report and on unusual situations involving deviation from established policy or precedent;

Answer and/or research payroll/work history/retirement related inquiries from employees, administrators, other agencies and the public, which may be sensitive or confidential in nature;

Upon request compile data to assist in collective bargaining;

Prepare employment verification responses;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the Director, Fiscal Services;

Supervision is not exercised over other employees. Provides instruction and/or guidance to employees assisting in the payroll process.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Fiscal policies, methods and practices of payroll and financial record keeping, preferably related to classified and/or certificated payrolls;
- Legal and reporting requirements of school district payroll operations;
- Word processing, spreadsheet and data base computer applications;
- Modern office practices, procedures and terms;
- Computerized payroll systems, programs and financial software;
- Financial account record keeping procedures;
- Principles of payroll, including tax withholding, voluntary deductions, and fringe benefits;
- Business mathematics;
- Business office telephone techniques and etiquette.

Ability to:

- Learn applicable District and County Office payroll practices, procedures, rules, regulations, policies, and contractual obligations;
- Work independently in developing record keeping procedures to meet defined objectives;
- Research, compile, analyze, interpret, and prepare accurate documents, reports, and payroll information;
- Audit payroll records and data;

- Read, understand, apply and explain technical and legal material relative to payroll matters;
- Develop and/or adapt work procedures and record keeping systems to meet changing needs;
- Operate a wide variety of office equipment associated with making calculations including use of computer data base, word processing and spreadsheet software;
- Make arithmetic calculations with speed and accuracy;
- Perform general and statistical clerical work;
- Follow written and oral instructions;
- Maintain confidentiality of sensitive and privileged information;
- Establish and maintain effective working relationships;
- Perform technical payroll and recordkeeping work requiring exercise of judgment and knowledge of subject matter;
- Review timesheets and calculate payroll in accordance with district policies and legal requirements;
- Plan and organize work to meet established timelines and payroll schedule;
- Prepare, review and analyze payroll reports and summaries;
- Maintain financial records and prepare payroll reports;
- Communicate effectively with staff, and the public using patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.

Experience:

- Two (2) years of experience performing responsible payroll preparation and record-keeping work, preferably in a California school district or public agency.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Works inside in a normal office environment, predominately seated; uses a computer, calculator and telephone; repetitively uses fingers, on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; has visual acuity sufficient to see small details in an office setting; has direct and indirect contact with public and other district staff; frequently works without guidance from immediate supervisor; works with high volume, tight deadlines and is subject to frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 11/00

Last revised 8/5/04

Revisions effective 2/12/09

Job description review: