

VISTA UNIFIED SCHOOL DISTRICT

PAYROLL TECHNICIAN

Purpose Statement

The purpose of a Payroll Technician is to provide support to department activities with specific responsibility for ensuring the accurate processing of payroll; monitor payment of employee taxes, benefits, and voluntary deductions; prepare and maintain a variety of payroll records, files, and reports; provide support to other personnel in accordance with established practices.

This job reports to the Executive Director of Fiscal Services.

Essential Functions

- Assists auditors for the purpose of providing supporting documentation and/or information on internal processes required for the audit.
- Assists departments and sites with the payroll process for the purpose of delivering services in compliance with established guidelines.
- Attends and participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with internal and external personnel (e.g., District and site administrators and personnel, federal, state, and local agencies, auditors, etc.) for the purpose of providing information and general support, ensuring accurate payroll processing, and maintaining services and programs.
- Compiles verification of payroll data from a variety of sources (e.g., time sheets/payroll, salary adjustments, IRS refund checks, salary schedules, workers compensation, garnishments, etc.) for the purpose of providing summaries to other personnel, processing employment verifications, and/or ensuring compliance with established guidelines.
- Maintains a wide variety of manual and electronic documents and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors assigned payroll activities and/or program components for the purpose of ensuring compliance with established financial, legal, and/or administrative requirements.
- Prepares a variety of payroll related documents and forms (e.g., employment verifications, tax forms, unemployment documents, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes new hire and payroll information (e.g., monthly and special payrolls, time sheets, payroll data, pay warrants, retirement, voluntary deductions, benefits earned, W-4 changes, etc.) for the purpose of ensuring timely and accurate issuance of pay warrants.
- Reconciles payroll account balances (e.g., time sheets, direct deposits, wage attachments, benefits, etc.) for the purpose of maintaining accurate account balances and complying with established guidelines.
- Researches and resolves discrepancies with payroll and/or benefit information and/or documentation (e.g., payroll, benefit providers, withholding versus W-4, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to a variety of inquiries for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action, and/or complying with established guidelines.
- Supports assigned administrator for the purpose of collaborating with administrator in the achievement of department, program, and district goals.
- Supports the District in completing payroll operations prior to submitting to the County office for the purpose of ensuring a timely and accurate payroll.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- applying job-related codes, regulations, and laws;
- interpersonal skills using tact, patience, and courtesy;
- operating standard office equipment including using a variety of software applications;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- applicable payroll software;
- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- modern office practices and procedures;
- office equipment and technology;
- principles and practices of accounting and bookkeeping;
- principles and practices of payroll preparation, monitoring, and control;
- record keeping techniques;
- safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing work priorities;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- multitasking;
- organizing tasks;
- providing excellent customer service;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- understanding and following oral and written directions;
- working as part of a team;

- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Graduation from high school or equivalent supplemented by course work in accounting, business, or a related field and two years of experience in payroll. Experience in a public agency is preferred.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
 Drug Test
 Tuberculosis Clearance

FLSA Status
 Non-Exempt

Approval Date
 Revised: 04/09/2019

Salary Grade
 Classified, Range 52