

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services

665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

PAYROLL TECHNICIAN

Title:	Payroll Technician	Reports To:	Payroll Supervisor
Department:	Fiscal Services	Work Year:	260 Days per year
Classification:	Classified	Salary:	See Classified Salary Schedule
Date Approved:	March 2015		

DESCRIPTION OF POSITION:

Under the direction of the Payroll Supervisor, performs a wide variety of specialized accounting procedures for the timely preparation of the district's payrolls.

REPRESENTATIVE DUTIES:

- Maintain and process the District's payroll records. *E¹*
- Process and record specialized payroll transactions and related services; process paperwork on retired and terminated employees. *E*
- Communicate with District departments and personnel to obtain and provide information, resolve discrepancies and correct errors. Works closely with Human Resources to provide proper salary payment to all new and continuing employees. *E*
- Verify data submitted from within the District including personnel pay calculations and employee leave documentation. *E*
- Update payroll data via computer terminal. *E*
- Provide information and assistance for the preparation of a variety of payroll related reports; assist in preparation of quarterly and annual payroll reports. Participate in reconciling payroll errors. *E*
- Perform technical accounting procedures involved in the issuance and reconciliation of payments for employee benefits and voluntary deductions in accordance with established procedures. *E*
- Monitor compliance with a variety of laws, regulations, established procedures and District policies concerning payroll processing, compensation and voluntary deductions. *E*
- Perform related duties as assigned. *E*

EDUCATION AND EXPERIENCE:

- Graduation from high school supplemented by twelve (12) college units in a related field.
- Two (2) years of progressively responsible experience in performing accounting related functions preferable in a public school setting.

LICENSES:

- Valid California Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Principles of accounting, bookkeeping and financial record keeping relating to payroll processing and reporting.
- Financial and statistical record-keeping techniques. Computerized spreadsheets at the proficient and/or

¹ Essential Duties as required by the American Disabilities Act

advanced level to include the development of macros and to include at least one of the following: Microsoft Excel, Lotus 1-2-3 or Quattro Pro.

- Advanced level work processing computerized programs, to include one of the following: Word Perfect, Microsoft Word or Lotus AmiPro.
- Modern office practices, procedures and equipment. Operation of a computer terminal.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform basic payroll and accounting work.
- Maintain accurate and interrelated financial, payroll and related records.
- Add, subtract, multiply, and divide quickly and accurately.
- Work independently with little direction. Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Operate computer terminals and other office equipment.

WORKING CONDITIONS:

ENVIROMENT: Office Environment.

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2);

Intermittently – up to 50% of shift (3); frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	2	Lift/carry 0-10 lbs	2
Twist	2	Lift/carry 11-25 lbs	2
Squat	2	Lift/carry 26-40 lbs	2
Kneel	2	Lift/carry 41-100 lbs	1
Climb	2	Stand	2
Reach above shoulder	2	Walk	2
Grip/Grasp	4	Sit	4
Extend/Flex Neck	3	Drive	1
Use Right Hand	4	Perform Repetitive Hand Motions	4
Use Left Hand	4	Keyboarding/Mouse Work	4
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The district is compliant with ADA requirements.

Approved by: _____ Date: _____

Mel Jordan, Assistant Superintendent for Administrative Services