

PAYROLL SPECIALIST

DEFINITION

Under general supervision, performs a variety of advance technical support functions involved in the processing of the District's payroll. Acts as a resource to others and reviews, verifies and corrects payroll and related transactions; identifies, researches and resolves complex payroll problems; participates in the work of a payroll unit engaged in analyzing, correcting, processing and maintaining payroll records in a timely and accurate manner; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- performs complex and technical payroll operations including payroll audits and reconciliation
- prepares specialized reports and analyses of payroll records and payroll accounting records
- serves as a technical resource for district and school site staff in the area of payroll procedures
- prepares and coordinate quarterly reports for state and federal taxing agencies
- coordinates completion and distribution of W-2 forms and other tax-related forms
- prepares and distributes payroll notices and bulletins
- coordinates collection and reconciliation of fringe benefit accounts, including voluntary deductions
- reviews methods and procedures for tracking sick time, vacation balances, and other payroll related leaves to ensure accuracy and that all laws and regulation are being followed
- participates in 1st Interim, 2nd Interim, and year-end closing procedures; prioritizes workload to comply with County deadlines
- establishes, balances, verifies, adjusts and maintains payroll accounting fiscally related records and reports
- assists District personnel in the resolution of unusual payroll problems, issues and concerns
- receives, reviews and verifies payroll documents and reports for accuracy and adherence to legal mandates, policies and operational guidelines
- performs or assists in the research, compilation and distribution of fiscal and payroll related reports required by District and County operational units
- performs complex mathematical calculations and verifies the results
- performs a wide variety of specialized and responsible position control functions related to employment processing, status changes and separation
- participates in the budget process; ensures that all positions budgeted are also appropriately entered in the position control system; ensures changes made to position during the budget process are updated in the budget system; generates report to verify employees and positions are assigned to appropriate school sites and departments
- prepares reports and assists in Classified and Certificated negotiations as related to layoffs, staffing, transfers, and the effects of layoffs
- assists in conducting staffing allocations, studies and surveys; enters and maintains work calendars and salary schedules
- performs other related duties as assigned and/or required

QUALIFICATIONS

Knowledge of: Policies and procedures involved in the preparation, verification, maintenance and processing of district payroll; manual and computer-assisted payroll record management, storage and retrieval systems; computer hardware and software application programs commonly used in accounting and payroll operations; financial and payroll related report preparation and format; legal mandates, policies and operational guidelines pertaining to payroll and fiscally-related matters.

Ability to: Perform complex and technical payroll operations including payroll audits and reconciliation; evaluate and update payroll department practice and procedures; interpret, explain, and apply procedures and regulations pertaining to payroll procedures and policies; meet schedules and timelines; audit, review and effectively compile payroll reports, records, and related summaries; skillfully operate a computer terminal and other standard business related equipment; effectively operate a micro-computer and use appropriate software applications; perform complex mathematical calculations with speed and accuracy; understand and follow oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Five years of progressively responsible payroll experience in a school district or governmental agency.

Two years of experience may be substituted with a Bachelor's degree in accounting, business or public administration, finance, or a closely related field from an accredited college or university.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; supplemental course work in payroll accounting, auditing, and business practices and procedures is desirable.

License Requirement: Possession of a valid California Motor Vehicle Operator's License and a private vehicle.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.