



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## PAYROLL TECHNICIAN

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform responsible and technical payroll accounting record management functions; process, audit, analyze and reconcile District employees' payroll earnings, deductions, absences and leave accruals; monitor and prepare a variety of payroll related reports, records and summaries; perform other job-related duties as assigned and/or required.

### ESSENTIAL DUTIES:

- Process, adjust, calculate, reconcile and audit time cards; contact District sites for discrepancies on timecards, including contracted overlapped time, incorrect account numbers and incomplete timecards with missing signatures and/or account numbers.
- Process, adjust, calculate and audit employee leaves and absences; confer with school and other District sites and personnel for confirmation of continuing employee leaves, extended off work orders and verifications of return to work; calculate an employee's one hundred days of allotted time.
- Process, adjust, calculate and audit Personnel Action Forms; verify changes or submitted revisions to employee records; confirm information for new hire, terminations, transfer of positions, change of address, increase or decrease in employee hours worked with recalculation of leave accruals; submit information or forms to County; ensure submitted retirement information is timely and accurate.
- Process, adjust, post and review absence affidavits; contact and follow up with District sites regarding discrepancies and affidavit errors; print and post outstanding affidavits unprocessed by the site.
- Accurately interpret, apply and maintain a current working knowledge of FMLA, CFRA, PDL, and 39-month medical leave as it pertains to payroll and employee leave banks.
- Work collaboratively with Risk Management and Personnel regarding leave and medical restriction issues that impact return to work, pay and/or benefits.
- Establish, balance, verify, adjust and maintain payroll accounting related records and reports; process a variety of documents pertaining to payroll transactions, including payroll registers, employee status reports, insurance details and a variety of other documentation.
- Work independently and with little direction.
- May compose various types of correspondence, including memos, letters, and announcements from notes, rough drafts or verbal directions
- Assist District personnel in the resolution of unusual payroll problems, issues and concerns.
- Audit, verify and release payroll warrants and various payroll documents.
- Prepare or assist in the preparation of State and Federal payroll related documents and reports.
- Receive, review and verify payroll documents and reports for accuracy and adherence to legal mandates, policies and operational guidelines; prepare and distribute employee voluntary deduction summaries and warrants.

- Perform or assist in the research, compilation and distribution of fiscal and payroll related reports required by District and County operational units; perform complex mathematical calculations and verify the results; audit, verify and release payroll warrants and various other payroll documents.
- Perform other job-related duties as assigned and/or as required

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- Methods, practices and procedures pertaining to payroll accounting and fiscally related record management systems.
- 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 accounting and fiscally related clerical functions.
- Audit, review and effectively compile payroll reports, records, and related summaries.
- Operate a computer terminal and other standard business-related equipment effectively and efficiently.
- Operate a computer and use appropriate software applications effectively.
- Perform complex mathematical calculations with speed and accuracy.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.

## **EDUCATION AND EXPERIENCE**

### EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree

### EXPERIENCE:

Two years of responsible and technical experience in payroll and accounting report development involving manual and computer assisted processes. One year of the required 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. Recent job-related experience within the last seven years is required.

## **LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

Possession of a valid California Motor Vehicle Operator's License.  
Insurability by the District's liability insurance carrier may be required.

**PREFERRED QUALIFICATIONS:**

Supplemental course work in payroll accounting, auditing, and business practices and procedures is preferred, but not required

**WORKING CONDITIONS:**ENVIRONMENT:

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification 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.

POTENTIAL HAZARDS:

N/A

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