

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Chief Business Official, perform a variety of technical payroll accounting duties to ensure classified and certificated employees are paid in an accurate and timely manner; prepare and maintain a variety of automated and manual records and reports related to the payroll function.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of technical duties in the preparation of payroll for certificated and classified personnel; receive and audit organizational time reports for classified and/or certificated employees; process and evaluate a variety of payroll-related forms and applications.
- Process certificated and classified payroll; input time sheet information including deductions into an assigned computer system; generate computerized lists and reports; ensure accuracy of input and output data; compare prelists with computer printouts, detect inaccuracies and make corrections.
- Review and process time sheets and records; audit final time sheet against the payroll register; calculate and input salary adjustments, coding, time vouchers and overtime pay as needed; verify proper authorizing signatures, coding, calculations and accuracy of payroll adjustments.
- Establish and maintain detailed automated permanent records regarding personnel; input and update a variety of data including pay rates, tax status, deductions, vacation and sick leave, benefits and other employee information.
- Compile information and prepare and maintain a variety of records and reports related to employee information, time sheets, pay rates, salary adjustments, disability, Workers' Compensation, payroll data, attendance and assigned duties; submit payroll reports to appropriate personnel for processing.
- Serve as a technical resource to personnel regarding payroll processes, policies and procedures; respond to inquiries and provide information concerning calculations, pay rates, benefits, taxes and leave; investigate and resolve retroactive and other payroll discrepancies.
- Assist employees in the activation of a variety of voluntary deductions; distribute required paperwork; process voluntary deductions, garnishments and various other transactions for payroll adjustments; assist employees with the proper completion of various forms and applications.
- Prepare, process and ensure accuracy of a variety of required tax forms as assigned; perform periodic tax procedures and related payroll reconciliation functions; prepare and distribute mandated tax reports; compile and verify related employee information.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Maintain records of individual earnings, deductions and related data; process new hires, retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data.
- Provide information to staff concerning payroll techniques, procedures, guidelines and regulations; assist in coordinating accounting activities to meet established payroll time lines.
- Receive, sort and distribute paychecks and warrants according to established procedures and guidelines; process special payroll transactions such as corrections, bonuses, replacements, final checks and retro-pay as appropriate.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years clerical accounting experience including some work with payroll processing functions.

Knowledge of:

- Principles and techniques involved in payroll preparation and processing.
- Tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Preparation, maintenance, verification and processing of payroll records and reports.
- Organizational payroll policies and objectives
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable laws, codes, regulations, policies and procedures.
- Principles and practices of data processing.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Perform a variety of technical duties in the preparation payroll for certificated and classified personnel.
- Ensure employees are paid in an accurate and timely manner.
- Prepare and maintain a variety of automated and manual records and reports.
- Interpret, apply and explain laws, rules and regulations related to payroll activities.
- Process payroll and related records for payrolls.
- Monitor, audit, adjust and reconcile payroll data.
- Identify, investigate and resolve financial errors and discrepancies.
- Operate a variety of office equipment including a computer and assigned software.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Assemble, organize and prepare data for records and reports.
- Work confidentially with discretion.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Make arithmetic computations with speed and accuracy.

WORKING CONDITIONS:

Work Environment:

- Office Environment.
- Constant Interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 05/19/04, 2/14/18

FLSA Status: Non Exempt

Payroll Technician