

PAYROLL SPECIALIST

DEFINITION

Under general supervision, perform specialized and technical functions in assembling, calculating, verifying, and preparing school payroll including employee salary withholding taxes, social security and Medicare taxes, and fiscally related information and data; project estimated withholding for employees.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinates and performs complex payroll record management and maintain employee history files.
2. Confirms, coordinates, and implements personnel data and information.
3. Prepares, calculates and inputs employee anniversaries, longevity and retroactive salary increases.
4. Reviews, evaluates, and updates manual and automated time and attendance records.
5. Posts, balances, and verifies payroll records for budget control.
6. Assists in preparing quarterly and annual financial statements and surveys.
7. Prepares deposits, reconciles and verifies bank statements.
8. Maintains and adjusts employee voluntary and involuntary deductions including health benefits, deferred compensation, tax deferred plans, pension plans, union dues, and direct deposit.
9. Notifies and confirms confidential information regarding unemployment, disability, medical leave, workers' compensation, wage garnishments, union dues, and direct deposit.
10. Accurately interprets District policy, union contracts, California Education Codes, and Fair Labor Standards Act.
11. Interprets and provides information regarding legal mandates, policies, regulations, and operational guidelines to District personnel.
12. Complies and communicates IRS regulations; effectively communicates and provides technical information to comply with county, state, and federal agencies.
13. Maintains tax sheltered annuities; prepares monthly vendor billing.
14. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Methods, practices, procedures, and operation of manual and computer-assisted payroll record management systems and budget control; mathematical principles; modern office practices, procedures, and techniques including supporting software applications; organization and planning methods, trends, techniques and practices; pertinent federal, state and local laws, codes and regulations pertaining to payroll processing.

Ability to:

Perform complex and technical payroll functions and budget control; prepare, review, and analyze payroll files, records, summaries, reports, and account budget control; make complex arithmetical calculations and verify the results; effectively and efficiently operate personal computers and other machines and equipment; use 10-key calculator by touch; have good interpersonal skills using tact, diplomacy, and flexibility; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade, supplemented by training or coursework in elementary accounting, bookkeeping, or closely related fields; and three years of highly responsible experience in payroll for budget control record management and reporting, including one year in a lead or specialized capacity.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.