

## UNION SCHOOL DISTRICT

### **CLASS TITLE: ACCOUNTING TECHNICIAN --Payroll/Benefits**

#### **BASIC FUNCTION:**

Under the direction of the Director of Fiscal Services, perform a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner; process, calculate, verify and update records with a variety of payroll data; prepare, maintain and assure accuracy of a variety of employee payroll information, records and reports.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner; review, verify, audit and process various payroll records, forms and documents; calculate and verify a variety of payroll-related data.

Process all District payrolls; collect, receive, process and audit employee timesheets and related documents; input, code and adjust time sheets into an assigned computer system; identify and resolve errors and discrepancies.

Track absences; collect and reconcile absence forms and attendance forms with automated substitute calling system; notify employees and supervisors of discrepancies; rollover accruals of sick and other leaves into an assigned computer system.

Establish and maintain detailed payroll records; process, input and update a variety of data including pay rates, account numbers, deductions, contributions, tax withholdings, employee status, benefits and other information.

Set-up, process and evaluate a variety of payroll transactions, forms and applications such as new hires, terminations, leave time, leaves of absences, pay adjustments, Workers' Compensation and employee taxes; and perform related payroll and benefit calculations.

Input and update financial, statistical and employee data and information in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate computerized reports and statements; assure accuracy of input and output data.

Serve as a technical resource to District personnel and retirees, outside agencies and others concerning payroll functions; respond to inquiries and provide technical information concerning related transactions, issues, taxes, benefits, leaves, records, laws, codes, contracts, regulations, policies and procedures.

Compile, research, reconcile and verify a variety of employee and payroll-related data and information; collect, process and review various payroll-related forms and paperwork for accuracy, completeness and compliance with established requirements.

Set-up voluntary deductions such as PERS, STRS, direct deposit, professional dues, Section 125 & 403B plans, etc.

Enroll, add and delete employees to and from various benefit plans as assigned; compile, assemble and disseminate enrollment packets and information; prepare, distribute, collect, review, process and evaluate

employee benefits forms and applications; process benefit adjustments.

Balance, reconcile and submit payroll for check processing; receive, process, verify, issue and distribute payroll warrants.

Compile, calculate and reconcile billings for health and welfare benefits as assigned; calculate, process and distribute vendor payments.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Attend mandatory trainings as required by the position.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and techniques involved in payroll preparation and processing;  
Methods, procedures and terminology used in technical accounting work;  
Financial and statistical record-keeping techniques;  
Employee benefit packages and insurance programs.  
Preparation of financial statements and comprehensive accounting reports;  
Tax withholding, voluntary deductions and employee benefits in relation to payroll;  
Verification and processing of payroll records and reports;  
Payroll policies and procedures;  
Data control procedures and data entry operations;  
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; and  
Mathematical computations.

**ABILITY TO:**

Perform a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner;  
Process employee time information and related documents for payrolls;  
Review, prepare, process and evaluate various payroll forms and applications;  
Maintain accurate financial and statistical records;  
Prepare and evaluate comprehensive accounting reports and statements;  
Monitor, audit, adjust and reconcile payroll and benefits data;  
Review, process, evaluate and verify a variety of financial information;  
Identify, investigate and resolve financial errors and discrepancies;  
Serve as a technical resource concerning payroll and benefits functions;  
Reconcile insurance billings and collect and arrange for payments;  
Compare numbers and detect errors efficiently;  
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures;  
Learn policies and objectives of assigned programs and activities;  
Operate standard office equipment including a computer and assigned software;  
Communicate effectively both orally and in writing;

Establish and maintain cooperative and effective working relationships with others;  
Meet schedules and time lines;  
Perform mathematical calculations quickly and accurately; and  
Maintain regular attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and/or three years accounting experience including work with payroll functions.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Constant Interruptions

**PHYSICAL DEMANDS:**

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;  
Ability to conduct verbal conversation in English;  
Hear normal range verbal conversation (approximately 60 decibels);  
Sit, stand, stoop, kneel, bend and walk;  
Sit for sustained periods of time;  
Climb stairs, steps, and step ladders;  
Lift up to 20 pounds;  
Carry up to 20 pounds;  
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;  
Operate office machines and equipment in a safe and effective manner;  
Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and  
Conduct frequent repetitive arm, hand and body motion.

**Disaster Service Worker**

*CA Government Code 3100.* It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.