

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

PAYROLL TECHNICIAN

DEFINITION

Under direction, to perform specialized work of above average difficulty in maintaining and processing payroll records in an automated environment, to read, analyze, and prepare data to support management in employer/employee relations, policy development, and budgetary processes; and to perform related work as required.

EXAMPLE OF DUTIES*

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Understand and explain payroll accounting-related procedures, program guidelines, mandates, and options to staff; research and resolve problems. E
 - Enter data in computer terminal/microcomputer; create spreadsheets and databases; use standard and specialized software. E
 - Communicate in person and by telephone with current staff, retirees, terminating employees, and new employees; interact with other departments. E
 - Make calculations, such as sick leave, payroll, taxes, payroll deductions, receipts, account balances, and payables; make tax deposits. E
 - Prepare and maintain employee payroll-related time, leave, absence, data summaries, and reports; research records to comply with court orders. E
 - Record and count money received; prepare receipts, income and sales reports, and deposits (some positions). E
 - Prepare schedules, summaries, recaps, and reports for auditors; prepare federal and state reports.
 - Modern office equipment and procedures;
 - Statistical record keeping procedures;
 - Business mathematics.
- **Tasks statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

QUALIFICATIONS

Ability to:

- Perform payroll record keeping;
- Accurately maintain and update automated payroll records;
- Prepare and file in a timely manner accurate payroll summaries and reports;
- Work under the pressure of recurrent deadlines with frequent interruptions;
- Compare numbers and detect errors;
- Read, understand and apply laws, rules, regulations, and contracts;
- Make arithmetical calculations with speed and accuracy;
- Explain complex laws, rules, regulations, and procedures concisely exercising tact, understanding, and diplomacy;
- Operate a typewriter keyboard with accuracy;
- Operate a computer terminal with speed and accuracy;
- Operate a calculator by touch method quickly and accurately;
- Use word processing, database, and spreadsheet software with skill;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE – Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is journey-level experience performing payroll processing involving 100 or more employees in a data processing environment and preferably in a public education setting.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>See small objects at a distance of 2 feet</p> <p>View a computer screen for prolonged periods</p>	<p>To perform tasks such as to:</p> <p>Read payroll printouts</p> <p>View data on computer screen</p> <p>Input data, create spreadsheets and reconcile reports</p>
<p>Hearing: (which may be corrected)</p> <p>Understand speech over a telephone</p>	<p>To perform tasks such as to:</p> <p>Explain payroll information to employees</p>

<p>Speech: (which may be corrected)</p> <p>Speak with a level of proficiency and volume to be understood over a telephone</p>	<p>To perform tasks such as to:</p> <p>Respond to questions from employees</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward</p> <p>Use hands and arms to lift objects, turn, raise, and lower head</p>	<p>To perform tasks such as to:</p> <p>Use a 10-key calculator, input data into computer, turn pages in reports, and assemble paperwork and fasten with staples and paper clips</p> <p>Reach for reference materials, files, and across desk</p> <p>Look at computer screen and desk top</p>
<p>Lower Body Mobility:</p> <p>Sit for prolonged periods of 30 minutes</p>	<p>To perform tasks such as to:</p> <p>Enter data to computer</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 5 pounds on a frequent basis</p>	<p>To perform tasks such as to:</p> <p>Pick up reference books, binders, and payroll reports</p>
<p>Environmental Requirements:</p> <p>Constant work interruptions</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work around others</p> <p>Work inside</p>	<p>To perform tasks such as to:</p> <p>Respond to telephone calls and answer questions from staff</p> <p>Perform assigned duties without constant monitoring</p> <p>Resolve problems, process deductions, obtain information</p> <p>Perform payroll and other accounting work in an office</p> <p>Perform work in an office setting</p>
<p>Mental Requirement:</p> <p>Read, write, understand and apply moderately complex information for successful job performance</p>	<p>To perform tasks such as to:</p> <p>Read, understand, and apply accounting/payroll information</p>

<p>Mental Requirement: (cont.)</p> <p>Math skills at an advanced level</p> <p>Comparing</p> <p>Compiling</p> <p>Analyzing</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Listen</p> <p>Write/compose at a moderate level</p>	<p>To perform tasks such as to:</p> <p>Reconcile and balance accounts</p> <p>Match documents to payments</p> <p>Gather information for reports</p> <p>Review payroll activity</p> <p>Respond to changes in Human Resources Systems (HRS)</p> <p>Understand concerns of employees</p> <p>Compile reports</p>
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Other Conditions of Continued Employment:

- Speak English at a conversational level;
- Demonstrate fluency and literacy in English;
- Participate in employer mandated training and re-training programs;
- Comply with rules and regulations of the Classified Service and provisions of labor agreement.

Revised: October 1995
 Personnel Commission approved: 8/4//97
 Board adopted: 8/20/97

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