

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Payroll Technician

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform clerical and accounting work in the preparation, processing, verification, and maintenance of payroll and related records and documents for District staff.

SUPERVISOR: Business Manager

TYPICAL DUTIES:

1. Organizes, prepares, and maintains payroll record information for certificated and classified personnel.
2. Reviews, verifies, and codes time sheets and audits against transmittal sheets.
3. Computes and verifies payroll deductions and prepares input transmittal for data processing.
4. Balances and reconciles monthly payroll reports pertaining to benefits and other deductions such as STRS, PERS, OASDI, SUI, and SDI.
5. Assists with the timely preparation of regular and variable payrolls and submits for processing.
6. Prepares and processes payroll warrants and distributes W-2 forms.
7. Prepares warrant reports.
8. Maintains payroll and voluntary deduction files and records.
9. Reviews notices of employment and verifies assignment, salary/hourly pay rate, and administrative authorization to place employees on payroll.
10. Maintain master schedule of employee personal leave days.
11. Acts as information source between employees and various governmental and insurance agencies regarding payroll and deductions, and related record keeping requirements, standards, and procedures.
12. Process payroll changes based on administrative personnel actions such as amendments, increments, longevity, or terminations.
13. Reviews data processing printouts for accuracy, spot checks deductions, and incorporates any changes.
14. Collect premiums and maintain retiree insurance and COBRA insurance information.
15. Computes compensation balances for changes in job status, salary/wage payments, and workers' compensation.
16. Prepares salary data forms for each employee.
17. Computes leave entitlement, posts absences, and maintain leave/vacation records.
18. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principals and Procedures of payroll record keeping;
- General bookkeeping practices;
- Payroll software programs;
- Modern office equipment use.

Ability to:

- Learn and apply appropriate rules, regulations, and technical procedures used for accounting and payroll records.
- Understand and carry out directions in an independent and problem solving manner;
- Type accurately at a rate required for successful job performance;
- Operate standard office machines and equipment including computer, calculator and copy machine;
- Establish and maintain a variety of record keeping systems and files;
- Perform mathematical calculations accurately and rapidly;
- Prepare a variety of financial and statistical reports related to payroll, leaves, and employee benefits;
- Identify and correct errors in mathematical computations and financial documents;
- Maintain a chart of accounts for the various programs and funding sources;
- Learn and apply rules and regulations for school employees related to compensation, benefits, and leaves;
- Communicate effectively in both oral and written forms;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent
- One (1) year of clerical work including maintenance of financial records
- TB Test clearance
- Drug test clearance
- Criminal Justice Fingerprint clearance

PHYSICAL CHARACTERISTICS:

- Sufficient vision to read printed material;
- Sufficient hearing to conduct in person and telephone conversations;
- Understandable voice with sufficient volume and clarity to be heard in normal conversations;
- Sufficient dexterity to write, use telephone, office and media equipment;
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.