Oak Grove School District

**JOB TITLE:** Payroll Technician

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To prepare, maintain, and verify all payroll records and supporting documents for District's classified and certificated employees. Employees in this classification receive general to limited supervision from a departmental supervisor or his/her designate and within a framework of standard policies and procedures. This job class is responsible for independent judgment and problem solving as it relates to the implementation of District's payroll/compensation policies and accompanying record keeping procedures.

**TYPICAL DUTIES**

- Organizes, prepares and maintains all payroll record information for certificated and/or classified personnel, including full-time, part-time and overtime. Receives basic payroll data from County data processing, checks and establishes basic records
- Receives proper forms from Human Resources Office, supervisors, and individuals authorizing payroll actions, such as employment and termination, change of status, tax and insurance deductions, leaves without pay, and overtime
- Correlates and records information on payroll records and reports information to County for data processing payroll
- Calculates pay adjustments for various personnel actions and makes necessary changes on existing records
- Processes time sheets; codes and enters data into computer terminal
- Verifies extensions and totals
- Verifies accuracy of computer runs for payroll and deductions
- Submits accurate and timely payrolls to County Department of Education for processing
- Audits and verifies monthly, quarterly, and annual computer runs as it pertains to payroll and makes necessary corrections
- Orders and/or issues emergency or replacement warrants manually and adjusts records accordingly
- Acts as information source to District employees regarding payroll, employee deductions, and personnel record keeping procedures
- Acts as a resource person to the County Office of Education, other Districts and outside agencies regarding District personnel, payroll transactions, salary/compensation data, etc.
- Receives and processes all attendance and leave information for all employees under an individualized reporting system
- Receives and processes all health, disability, and other insurance, credit union dues, and other deductions
- Distributes payroll warrants and W-2 forms
- Prepares Federal, State, and District reports and summaries as necessary
- Performs related duties as required
MINIMUM QUALIFICATIONS (Continue)

- Knowledge of proper office methods and procedures
- Knowledge of the proper methods and practices in regard to public school payroll systems
- Knowledge of data processing as it relates to payroll processing
- Skill to understand and carry out both oral and written directions without continuous supervision
- Skill to perform arithmetical calculations accurately and rapidly
- Skill to communicate effectively in both oral and written form
- Skill to maintain a variety of complex records
- Skill to assemble and organize data and prepare worksheets and reports as requested
- Skill to operate standard office machines and equipment including a computer terminal, calculator, typewriter
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties