

DRAFT

Linden Unified School District
Classification Specification

8.11

DRAFT

Payroll Technician – Confidential

Classification: Classified

Salary Range: 5

Work Year: 260 Days

FLSA Status: Non-exempt

Board Ratified:

OVERALL RESPONSIBILITY

Under the direction of the Chief Business Officer or designee, performs a variety of payroll and clerical duties.

SPECIFIC RESPONSIBILITIES:

Responsibility to:

- Process all district payrolls including all maintenance of records.
- Provide confidential assistance to District Administration.
- Serve as the liaison to County Office of Education pertaining to payroll and financial matters
- Establish cooperative working relationships with all district staff. Maintain cheerful, helpful attitude. Be flexible and receptive to change.
- Solve or offer solutions to situations that may arise.
- Learn, interpret, apply, and explain applicable rules, regulations, policies and procedures professionally and effectively.
- Maintain consistent, punctual and regular attendance.
- Cross train and backup for other Business Service functions.
- Do related work as required.

QUALIFICATIONS

Minimum Requirements:

Knowledge of:

- Methods and practices of financial and statistical record-keeping and retention
- Practices and procedures of payroll and benefit record-keeping and filing
- Data collection skills, research methods, and report writing techniques
- Principles and techniques involved in monitoring and controlling payroll preparation and benefits administration.
- Applicable laws, codes, regulations, policies and procedures related to assigned duties.
- Tax withholding, voluntary deductions, garnishments, and fringe benefits.
- Excel, Word and other software as required.
- Computer operations and other office equipment.
- Modern office practices, procedures and equipment.
- Telephone and e-mail techniques and etiquette.

Ability to:

- Compile, assemble, calculate, verify, update, and format financial and statistical data for various state and federal reporting.
- Submit accurate and timely payroll and reports to the County office.
- Collaborate with Human Resources to ensure accurate position control.
- Compile data for required State reporting of student attendance.
- Assist with proper budgeting and accounting procedures.
- Complete and file a variety of reports, applications, correspondence, accident, injury or workers comp claim forms.
- Review payroll output for accuracy.
- Maintain confidentiality of sensitive and privileged information
- Multi-task and complete work with many interruptions.
- Meet schedules and time lines.
- Sort, file, copy and distribute necessary payroll materials.
- Assist in compilation of monthly, quarterly, and annual reports and any other reports as designed.
- Comprehend negotiated agreements.
- Maintain comprehensive files containing pertinent historical data as required.
- Interact with the public.
- Attend meetings to learn new procedures.
- Answer phones and respond to public inquiries.
- Perform routine and repetitive work efficiently.

Education:

- Minimum requirement: High School diploma

Experience:

- Business and accounting experience; as well as, two years' experience in a school district or county office of education preferred.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- This type of work will involve walking, standing or sitting for extended periods.
- Stooping, squatting, kneeling, overhead reaching and repetitive bending may be involved frequently with this position.
- Perceiving the nature of sound, near, far, and color vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle work with various materials and objects are important aspects of this job.
- The employee must occasionally lift and/or move up to 25 pounds.
- Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee regularly works inside in an office. The noise level in the work environment is usually low to moderate.