



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Payroll Technician

JOB SUMMARY

Under general supervision of the Director, Fiscal Services, responsible for accurate and timely classified and/or certificated payroll processing; prepares reports; assists in the development, installation and revision of payroll record keeping procedures.

CLASS CHARACTERISTICS

This is a specialist level classification in the accounting series. An incumbent is expected to exercise considerable initiative and make sound independent judgments in the course of preparing a major payroll. Accurate, complete and timely work products within rigid time schedules are consistently expected. A good knowledge of overall payroll systems is required to work successfully in this class.

REPRESENTATIVE DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Prepare the certificated and/or classified payroll(s), ensuring accurate time records are obtained, verified and maintained;
- Analyze, interpret, and apply existing and changing laws, regulations, labor contract provisions and directives relative to payroll transactions;
- Gather, tabulate, extend, balance, audits, verify, adjust, post, type and input data into payroll system and prepare related reports, documents and data;
- Using Board agenda and/or Personnel Requisitions update payroll data bases to incorporate approved changes in assignments, stipends, and cost of living adjustments;
- Prepare employment verification responses;
- Answer correspond, and/or research payroll/work history/retirement related inquiries from employees, administrators, other agencies and the public, which may be sensitive or confidential in nature;
- Process required payroll adjustments for certificated and classified leave requests, employee status changes, computing and making necessary changes in the retirement accounts of employees;
- Maintain sick leave, vacation, holiday and fringe benefit records;
- Perform earnings corrections and annually compute, reconcile against quarterly employee taxes paid by district and prepare W-2 forms for distribution to employees;
- Process voluntary deductions for tax sheltered annuity (TSA) contracts, insurance and Section 125 changes and submit payments to companies;
- Coordinate with County and Human Resources in implementation of on and off schedule salary adjustments.

Other Related Duties:

- Prepare and perform special projects and reports including salary data, structure and adjustments;
- Research and compile information on employee health and insurance issues, and answer questions on premiums and deductions;
- Compile data and prepare State and Federal reports, e.g., the Multiple Worksite and Unemployment reports;
- Monitor and update employees Workers' Compensation claims, making year-to-date adjustments as necessary; also prepare forms required for processing disability claims;
- May compute and prepare quarterly tax reports;
- Assist Fiscal Department in the preparation of reports and on unusual situations involving deviation from established policy or precedent;
- Upon request compile data to assist in collective bargaining.

SUPERVISION

General supervision is received from the Director, Fiscal Services; Supervision is not exercised over other employees. Provide instruction and/or guidance to employees assisting in the payroll process.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Fiscal policies, methods and practices of payroll and financial record keeping, preferably related to classified and/or certificated payrolls;
- Legal and reporting requirements of school district payroll operations;
- Word processing, spreadsheet and data base computer applications;
- Modern office practices, procedures and terms;
- Computerized payroll systems, programs and financial software;
- Financial account record keeping procedures;
- Principles of payroll, including tax withholding, voluntary deductions, and fringe benefits;
- Business mathematics;
- English usage, spelling, grammar and punctuation;
- Business office telephone techniques and etiquette.

Ability to:

- Learn applicable District and County Office payroll practices, procedures, rules, regulations, policies, and contractual obligations;
- Work independently in developing record keeping procedures to meet defined objectives;
- Research, compile, analyze, interpret, and prepare accurate documents, reports, and payroll information;
- Audit payroll records and data; Read, understand, apply and explain technical and legal material relative to payroll matters;
- Develop and/or adapt work procedures and record keeping systems to meet changing needs;
- Operate a wide variety of office equipment associated with making calculations and maintaining accounting records including the use of a personal computer;
- Effectively utilize word processing, spreadsheet, database, internet and email computer applications;
- Make arithmetic calculations with speed and accuracy;
- Perform general and statistical clerical work;
- Follow written and oral instructions;

- Maintain confidentiality of sensitive and privileged information;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Perform technical payroll and recordkeeping work requiring exercise of judgment and knowledge of subject matter;
- Review timesheets and calculate payroll in accordance with district policies and legal requirements;
- Plan and organize work to meet established timelines and payroll schedule;
- Prepare, review and analyze payroll reports and summaries;
- Maintain financial records and prepare payroll reports;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS

Education:

- High school diploma or equivalent;

Experience:

- Two (2) years of experience performing responsible payroll preparation and record-keeping work, preferably in a California school district or public agency.

Licenses Required:

- A valid and appropriate California Driver License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, calculator, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff; frequently works without guidance from immediate supervisor. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions.

Physical Demands:

While performing the duties of this job, the incumbent is continuously required to talk, hear, and sit for long periods of time. The position frequently requires the use of repetitive motions of the wrists, hands and fingers, grasping, and gripping. The incumbent may occasionally walk, lift, carry, and reach. The work involves little to light physical efforts; frequently exerts less than 10 pounds of force; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE:

Range 37

Classified Bargaining Unit

Revised 11/00, 8/5/04, 2/12/09, 4/11/13, 7/14/16

Job Description Review and Revisions Effective: 4/13/17