

Escondido Union High School District Job Description

Job Title: Payroll Technician
Employee Unit: Classified Bargaining Unit
Job Family: Fiscal and Related Classes
FLSA Status: Nonexempt
Job Family: Fiscal and Related Classes
Salary Level: 35
Approved By: Board of Education
Approved Date: 12/09/2014

NATURE OF WORK

Assures accurate and timely payroll records by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Compile payroll data such as hours worked, from time sheets and other records.

Monitor Pay Action Requests and time cards to assure additional pay has been authorized.

Prepare and issue paychecks.

Compute and process retroactive wage increases.

Enter employee salary reclassification as directed.

Clear monthly suspense posting.

Update salary schedules into County Payroll System.

Compute and enter complex numerous work year calendars for certificated and classified staff.

Perform Workers' Compensation abatements.

Process Substitute earnings according to policy.

Compute and maintain quarterly averages for Transportation employees.

Verify employment and salary as requested by outside agencies and authorized by employees.

Research and compile historical data as requested from micro-fiche, such as wages, dates of employment, retirement service credit, etc.

Receive, calculate, process and input payroll to the county payroll system ensuring accurate information for reporting/compliance purposes. Maintain an up-to-date reference and audit trail for all input.

Assure proper account distributions of salaries and deduction changes. Compute salary computation sheet for new and terminated employees.

Prepare and sort pay warrants for distribution to authorized personnel. Cancels and requests reissue of pay warrants.

Process and report employee withholding.

Process requests for information from outside agencies.

Maintain fiscal information, files and records for classified and certificated employees (e.g. payroll, employee history, withholding information) for the purpose of providing an up-to-date reference and audit trail for reporting compliance.

Prepare a variety of reports (e.g. state and federal reports, benefit and wage statement) for the purpose of providing written support and/or conveying information to district personnel, local, county, state and/or federal agencies.

Correct discrepancies within the payroll information documentation for the purpose of ensuring accuracy of records and employee payments.

Respond to inquiries; e.g. wage levies and garnishments, savings, contributions, direct deposits, worker's compensation issues, etc. for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.

Maintain updated training through approved agencies.

Distribute and reissue W-2's.

Maintains computerized attendance including hours worked for each employee of the district.

Receives and processes routine leave requests assuring compliance with collective bargaining agreements and/or education code.

Maintains records of TB clearances for all employees, sending reminders for expirations.

Processes requests and maintains records under the provisions of the Catastrophic Leave policy.

Answers employee queries regarding vacation balances, sick leave balances, and immediately communicates to employees and Assistant Superintendent when leave balances are exhausted.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); post secondary training in payroll and/or accounting procedures or three years experience in Payroll one of which must be in education.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License

KNOWLEDGE OF:

Principles and techniques involved in payroll preparation, monitoring and control; labor contracts and their unique characteristics affecting payroll; school district organization, operations, policies and objectives; record-keeping techniques; applicable sections of the State Education Codes and other applicable laws; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; computer applications, including Microsoft Word, Excel, GroupWise and payroll software; interpersonal skill using tact, patience and courtesy.

ABILITY TO:

Plan and organize work; maintain complex payroll records, analyze data and prepare accurate reports; apply bookkeeping and financial record keeping principles; understand and follow oral and written directions; operate a computer terminal to prepare and process payroll and other reports; read, interpret and explain various Federal and State guidelines or other information that pertains to District payroll; make arithmetic computations and tabulations with speed and accuracy; calculate figures and amounts such as discounts, interest, proportions, percentages; draw and understand bar graphs, and to read and understand payroll and financial reports; analyze and verify numbers; communicate effectively both orally and in writing; establish and maintain effective working relationships with others; type at 45 words per minute; keyboarding ability to enable accurate and rapid entry of payroll data; be familiar with electronic spreadsheets and able to read computer generated reports; work confidentially with discretion; respond positively to requests, questions and time demands from administration, employees and outside agencies; work independently with little direction; meet schedules and time lines; Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. Employee is required to pick up payroll(s) at San Diego County of Education on a rotating basis.

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.

The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must possess a unique combination of the ability to perform detailed, responsible work in a non-isolated environment, and to provide friendly, helpful assistance to employees both on the telephone and in person. Must demonstrate the ability to give a positive response to interruptions and return to performing detailed tasks with accuracy. Must be able to organize work to allow for interruptions and unforeseen problems in order to meet all deadlines. This individual must possess a commitment to accuracy and a sincere desire to provide exemplary service to employees.