

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: PAYROLL TECHNICIAN I

BASIC FUNCTION:

Under the direction of the Payroll Manager, perform a variety of clerical accounting duties in support of District payroll functions; serve as an informational resource to District employees regarding the payroll function.

DISTINGUISHING CHARACTERISTICS:

The Payroll Technician I is the entry-level classification in the series. Incumbents provide clerical support services for various payroll functions and serve as an informational resource to employees concerning payroll functions. The Payroll Technician II is the experienced-level classification in the series. Incumbents perform the full range of payroll duties including payroll processing, auditing and reporting functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical accounting duties in support of District payroll functions; receive, review, verify and process various payroll records and documents; assist with resolving payroll issues and discrepancies as needed.

Serve as an informational resource to District employees regarding the payroll function; answer telephone calls, greet and assist visitors; respond to inquiries and provide information concerning payroll calculations, pay rates, benefits, leave, policies and procedures.

Input, code and scan a variety of payroll data into an assigned computer system; maintain automated records and files; review input data for accuracy and completeness; update employee records with sick leave, employee information, deductions, changes, tax and other payroll data as needed.

Receive, sort and distribute paychecks; prepare and process direct deposits; process a variety of special payroll transactions related to extra service, coaches, summer school, intersession, substitutes, tutors, garnishments, lunch supervisors, holidays, address changes and sick leave.

Research, compile, calculate, prepare and revise payroll and related salaries, adjustments, payments and accounting data; review payroll data, records and reports for accuracy, completeness and compliance with established standards; identify errors and make corrections as needed.

Maintain a variety of records and files related to payroll, employees and assigned activities prepare and distribute a variety of payroll-related correspondence such as student worker memos and sick leave notes; assist employees with completing forms as requested.

Prepare and process a variety of insurance documents and transactions; process a variety of payroll related forms and applications.

Communicate with District personnel and various outside agencies to exchange information and

resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General principles and techniques involved in payroll preparation and processing.

Methods, procedures and terminology used in technical accounting work.

Financial and statistical record-keeping techniques.

Tax withholding, voluntary deductions and employee benefits.

Verification and processing of payroll records and reports.

Data control procedures and data entry operations.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Arithmetic computations.

ABILITY TO:

Perform a variety of clerical accounting duties in support of District payroll functions.

Serve as an informational resource to District employees regarding the payroll function.

Maintain accurate financial and statistical records.

Review, process, evaluate and verify a variety of financial information.

Identify and resolve financial errors and discrepancies.

Learn District Payroll policies and procedures.

Receive, sort and distribute pay checks.

Assemble, organize and prepare data for payroll records.

Compare numbers and detect errors efficiently.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Perform arithmetic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in accounting, finance or related field and two years of financial or statistical record-keeping including one year experience in the preparation of payroll records.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description

Adopted by BOT 1/25/03

Revised BOT1/23/06