

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: PAYROLL TECHNICIAN II

BASIC FUNCTION:

Under the direction of the Payroll Manager, perform a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner; prepare, process, maintain and assure accuracy of a variety of manual and automated employee payroll documents, information, records and reports.

DISTINGUISHING CHARACTERISTICS:

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. 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner; receive, review, verify and process various payroll records and documents; make adjustments as needed.

Receive and audit employee time information and related documents for accuracy and completeness; calculate and verify a variety of payroll data including employee hours, payments and deductions such as tax withholdings, tax shelter annuities and insurance; prepare deduction summaries.

Process and evaluate payroll-related information, forms and applications; input, code, scan and adjust employee payroll, time sheet information and a variety of related data into an assigned computer system; generate computerized payroll reports; assure accuracy of input and output data.

Review and evaluate Workers' Compensation and Disability Statements; calculate related salaries and benefits reimbursements; monitor Workers' Compensation eligibility status of employees and assure compliance with established time lines and requirements

Review, process and evaluate a variety of special payroll transactions related to adult contract and hourly employees, status changes, terminations, resignations, retirements, 1/6th stipends, garnishments, holidays, address changes and sick leave.

Establish and maintain detailed automated permanent records regarding personnel; update employee records with sick leave, employee information, deductions, changes, tax and other payroll data as needed; develop and update computerized spreadsheets.

Serve as a technical resource to District employees regarding the payroll function; respond to

inquiries, resolve issues and conflicts and provide detailed and technical information concerning payroll calculations, pay rates, benefits, leave, deductions, extra duty, policies and procedures.

Research, compile, calculate, prepare and revise payroll and related salaries, adjustments, stipends, benefits and accounting data; audit payroll data, records and reports for accuracy, completeness and compliance with established standards; identify and resolve errors and discrepancies.

Maintain, audit and reconcile assigned payroll accounts; assemble, match, sort, tabulate, check, code and post related financial, employee and statistical data; review, adjust and assure accuracy of related ledgers and journal entries; audit pay reports to assure compliance with pay rates and allocations.

Compile information and prepare and maintain a variety of records and reports related to payroll, reimbursements, employee information, time sheets, leave, taxes, deductions, stipends, summaries, Workers' Compensation and assigned activities.

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.

Audit management reimbursements as assigned; identify irregularities and resolve related discrepancies.

Receive, sort and distribute paychecks.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and techniques involved in payroll preparation and processing.
- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Tax withholding, voluntary deductions and employee benefits.
- Verification and processing of payroll records and reports.
- District payroll policies and procedures.
- 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 technical payroll accounting duties to assure District employees are paid in an accurate and timely manner.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive payroll reports and statements.
- Monitor, audit, adjust and reconcile payroll data.
- Review, process, evaluate and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Issue and distribute payments as assigned.
- Monitor and audit income and expenditures.
- Assemble, organize and prepare data for records and reports.
- Compare numbers and detect errors efficiently.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- 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 three years accounting experience including two years working with payroll.

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 BOT1/23/06