

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: SENIOR PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Payroll Manager, lead and perform a variety of complex and specialized duties in the processing, maintenance and distribution of District payrolls to assure 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; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and perform a variety of complex and specialized duties in the processing, maintenance and distribution of District payrolls to assure employees are paid in an accurate and timely manner; assist in assuring payroll activities comply with established standards, requirements, laws, rules, regulations, policies and procedures.

Oversee and participate in the receipt and auditing of 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.

Train and provide work direction and guidance to assigned personnel; assign staff duties and review work for accuracy, completeness and compliance with established requirements; provide input concerning employee hires and evaluations as requested.

Lead and participate in establishing and maintaining 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.

Review, process and evaluate a variety of special payroll transactions and related forms concerning reclassifications, inconsistent duty, extended work years, professional growth increments, step increases, salary adjustments, stipends, garnishments and sick leave.

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.

Develop and maintain payroll calendars and schedules; reconcile and balance monthly payroll;

maintain, audit and reconcile 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.

Serve as a liaison between administrators, personnel, vendors and outside agencies concerning District payroll functions; assure payroll issues, conflicts and discrepancies in a proper and timely manner; assist schools and departments with the approval process of monthly payrolls.

Oversee and participate in the preparation and maintenance of a variety of records and reports related to payroll, reimbursements, anniversary increments, vacation liability, employee information, time sheets, leave, taxes, deductions, stipends, summaries, exceptions, Workers' Compensation, approval, non-approval and assigned activities.

Provide technical training and assistance to subordinate staff, District employees, administrators and others 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, standards, requirements, laws, regulations, policies and procedures.

Develop and implement processes and procedures for balancing contract pay for salary, site, work hours and work year changes for employees; monitor operational efficiency of the payroll function and recommend policies, procedures, enhancements and modifications.

Communicate with District personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

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

Oversee and participate in the receipt, sorting, packaging and distribution of paychecks; process pay warrants to correct discrepancies as needed.

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.
- Applicable laws, codes, regulations, policies and procedures.
- Principles of training and providing work direction.
- 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:

Lead and perform a variety of complex and specialized duties in the processing, maintenance and distribution of District payrolls to assure employees are paid in an accurate and timely manner.
Maintain accurate financial and statistical records.
Prepare and evaluate comprehensive payroll reports and statements.
Train and provide work direction and guidance to assigned personnel.
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.
Monitor and audit income and expenditures.
Assemble, organize and prepare data for records and reports.
Compare numbers and detect errors efficiently.
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 four years accounting experience involving work with payroll functions.

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*