



JULY 2009
FLSA: NON-EXEMPT

PAYROLL SPECIALIST

DEFINITION

Under general supervision, performs complex technical accounting work required to coordinate the preparation of the District's payroll; maintains centralized payroll operations; prepares, maintains, and distributes a variety of payroll records and reports; prepares information in support of collective bargaining; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Fiscal Affairs. Exercises no supervision of staff. May exercise technical and functional direction over and provide training to less experienced employees.

CLASS CHARACTERISTICS

This is an advanced journey-level and specialized class in the paraprofessional accounting series that performs a variety of technical duties in support of the District's payroll and benefits systems. Incumbents are responsible for the overall preparation and distribution of payroll, maintenance of payroll records, and required reporting in accordance with Federal, State, and local laws, rules, and regulations. This class is distinguished from Accountant in that the latter is a professional-level class and requires a four-year college or university degree.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives, reviews, verifies, and processes time recording documents to prepare payroll for District employees; audits such documents for completeness, accuracy, and compliance with rules and regulations; prepares and balances payroll reports and records.
- Processes, calculates, and maintains records of a variety of payroll actions, including new-hire set-up, overtime hours, cost-of-living adjustments, incentive and/or premium pay, retroactive pay, benefits withholdings, wage garnishments, workers compensation claims, and final paychecks and pay-offs based on appropriate provisions; maintains employee records for voluntary and non-voluntary deductions; prepares payroll warrants and wire transfers; prepares reports and payments for various tax, financial, and insurance organizations.
- Interprets, applies, explains, and ensures compliance with provisions of collective bargaining contracts and personnel rules as they apply to payroll and a wide variety of paid and unpaid leave usage; suggests contract and rule changes to improve payroll and time reporting.
- Applies and ensures compliance with applicable tax laws and rulings with regard to the employee benefits program as well as earnings.

- Receives and verifies timesheets; checks for available sick leave and vacation days and other types of available leave days and inputs into payroll system; advises supervisors and employees on requirements of union contracts for time reporting.
- Processes personnel transactions making appropriate adjustments/changes in the payroll system.
- Prepares reports and payments for employee retirement benefits; prepares quarterly Federal and State tax reports.
- Prepares insurance premium statements for payment; updates insurance changes for District employees.
- Assists departments and employees by providing payroll information, explains procedures, and answers labor contract questions pertaining to payroll.
- Maintains a variety of files and records related to the District's payroll system and general accounting techniques and procedures; reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of accounting and financial records.
- Posts and balances data to various general ledger accounts, registers, journals, and logs according to established accounting techniques and procedures.
- Checks and tabulates statistical and financial data.
- Assists in auditing payroll records and data during the year-end closing-out process.
- Assists with training other accounting staff on various financial information and electronic record-keeping systems.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- District finance and accounting functions, payroll processes and techniques, employee benefits processes as they relate to payroll, and laws, rules, regulations, procedures, and office practices related to the processing and recording of payroll and financial transactions related to employee benefits.
- Computerized accounting and finance systems and computer software and systems related to payroll processes; other computer applications related to work, including word processing, database, and spreadsheet software.
- Record keeping, information processing requirements, and rules and policies related to the production of an employee payroll.
- Payroll reporting and payment requirements of various State and Federal agencies and benefit providers.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including the District's various contracts and documents.
- Principles and practices of auditing payroll documents.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures of accounting, payroll processing, employee record-keeping functions, and basic employee benefits processes.
- Review payroll and other financial documents for completeness and accuracy.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.

- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll issues.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research payroll and related accounting records and files.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by two (2) years of college-level coursework or specialized training in payroll, accounting, or a related field and three (3) years of experience that has included the maintenance, processing, and preparation of employee payroll and/or financial and accounting processing and record keeping.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.