

Sequoia Union High School District

Job Description

JOB TITLE: **PAYROLL SPECIALIST I/II**
REPORTS TO: Controller
CLASSIFICATION: Classified; O,T,& P
SALARY SCHEDULE: Range 14/15.5
WORK YEAR / HOURS: 12 months / 7.5 hours
LOCATION: District Office
BOARD APPROVAL: August 8, 2018

JOB SUMMARY:

Under general supervision, perform specialized and complex payroll and benefits accounting duties in the preparation of classified and certificated regular and supplemental payrolls; prepare, maintain and audit payroll and benefits administration documents and reports; serve as technical resource concerning assigned payroll and benefits functions, and assist in resolving problems with payroll/benefit account transactions.

DISTINGUISHING CHARACTERISTICS:

Payroll Specialist I is the entry-level classification, and is typically used for training purposes. Incumbents initially work under close supervision and perform well-defined payroll and benefits program support functions such as posting pay rate and voluntary deductions to the payroll accounting system; checking and verifying payroll documents; making routine payroll calculations, and researching information to resolve payroll issues.

Payroll Specialist II is the fully qualified and experienced-level in the job series. Position incumbents are expected to perform the full range of duties outlined in the classification description with minimal supervision, and are expected to have a thorough knowledge of district payroll policies and collective bargaining agreement provisions relating to pay and benefits. In addition, incumbents are expected to anticipate and initiate actions within their areas of accountability, and serve as a technical resource on payroll and benefit administration matters.

ESSENTIAL DUTIES:

- Prepare classified and certificated payrolls as assigned including regular, variable, and supplemental payrolls; review and audit employee attendance recap reports, and calculate leave time use deductions.
- Coordinate workflow to ensure payroll and benefits transactions are processed accurately and timely.
- Calculate daily and hourly pay figures, pay step increases, longevity, overtime pay, garnishments, and taxes.
- Maintain and adjust employee voluntary deductions including health benefits, supplemental retirement plans, union dues and direct deposits.

- Calculate and prepare retroactive pay raises.
- Audit payroll documents including employment initiation documents, timesheets, and pay change forms, to insure proper authorizations, accuracy of pay calculations, deductions, payroll coding, and employee data; research and resolve pay issues.
- Balance and reconcile payroll statements, accounts, and records.
- Enter employment information, and compensation data into the district payroll accounting system and other automated record keeping systems; generate a variety of data system reports; periodically audit employment information and compensation information in the database.
- Provide cost-related benefits information to employees including insurance coverage options and supplemental retirement plan offerings.
- Review, reconcile, and process payments for employee health and welfare benefits.
- Receive and process workers' compensation claims documents; calculate disability pay figures; liaise with insurance claims representatives concerning medical and work status reports, and return-to-work issues; track disability leaves in accordance with state and federal regulations.
- Serve as a technical resource on payroll and benefit program policies and procedures; research and respond to inquiries concerning pay, tax deductions, supplemental retirement and voluntary pay deductions, and leave accruals.
- Prepare and maintain payroll statistical records, files, and reports; may prepare EXCEL spreadsheets to maintain payroll records.
- Distribute paychecks and warrants, W-2s, and various payroll notices.
- Submit monthly payroll reports to the County Office of Education for the generation of payroll checks; prepare payroll reports concerning unemployment data, voluntary and involuntary deductions, and leave balances.
- Work closely with HR Department staff and the COE to ensure employee information is accurate for payroll preparation and retirement system reporting.
- Maintain current knowledge of changes in collective bargaining contracts, and state and federal laws and regulations concerning employment, pay, and benefits issues.
- Operate standard office equipment including computers, database systems, and 10 key calculator.

QUALIFICATIONS:

Knowledge of:

- Principles and practices involved in payroll administration.
- STRS/PERS retirement system plans, employer/employee contribution amounts, and membership regulations.
- Pertinent sections of collective bargaining agreements.
- Benefit and supplemental retirement plan descriptions.
- Payroll, benefit, and retirement system program policies, regulations, and procedures.
- State and Federal employment and payroll laws and regulations.
- District payroll policies and procedures and leave and payroll-related provisions in collective bargaining agreements.
- Benefits and insurance programs.

- Large and small-scale payroll data record keeping systems.
- Workers' Compensation coverage policies and claims filing procedures.
- Effective uses of EXCEL spreadsheets in maintaining payroll accounts and records.

Ability to:

- Make payroll calculations and process numerical and statistical data with speed and accuracy.
- Prioritize work, handle multiple tasks simultaneously, and meet strict deadlines.
- Interpret, explain and apply payroll-related regulations, policies and procedures.
- Clearly present information orally.
- Identify, research and resolve payroll and benefits administration issues.
- Communicate effectively with employees on payroll matters that require sensitivity and confidentiality.
- Prioritize and organize workflow and tasks to meet deadlines.
- Adapt quickly to new payroll regulations.
- Work effectively as a team member.

Education/Experience:

Any combination of education and experience equivalent to:

Payroll Specialist I: High School diploma; introductory college-level coursework in accounting, business or related field and two years of entry-level accounting support or payroll experience.

Payroll Specialist II: Associate degree or equivalent college-level coursework in accounting, business or related field and two years of experience equivalent to the District's Payroll Specialist I classification including a working knowledge of both classified and certificated payrolls.

PHYSICAL REQUIREMENTS:

- Vision sufficient to read documents and reports, and information on computer screens.
- Hand dexterity sufficient to use a computer keyboard, and operate standard office equipment.
- Sit for extended periods of time.
- Hearing and speech sufficient to communicate in person and over the phone
- Reach and bend to store and retrieve hard copy files.
- Mobility to move about the department and office to use office equipment, attend meetings, and meet with others.