



Sequoia Union High School District

Job Description

JOB TITLE:	Payroll Technician I / II
REPORTS TO:	Director, Budget/Finance
CLASSIFICATION:	Classified – OT&P
SALARY SCHEDULE:	14.0 – I, 15.5 - II
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	District Office
BOARD APPROVAL:	9/19/01

DEFINITION

Under general supervision, to perform complex and responsible technical and clerical duties related to the processing of certificated and/or classified payrolls; to prepare, maintain and verify payroll-related records and reports; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification. Under general supervision, incumbents perform the full range of duties related to the establishment, maintenance and processing of payroll records and transactions, in accordance with procedures, controls and deadlines. This class exercises independent judgment within the framework of policies and guidelines. This class is distinguished from other accounting classes by its specialization in payroll-related accounting.

Payroll Technician I is the entry level to this series, requiring general supervision and some experience in the field. Initially under closer supervision, incumbents perform the maintenance and processing of payroll records and transactions in accordance with procedures, controls and deadlines.

Payroll Technician II is the fully qualified level in this series. Under general supervision, incumbents perform the full range of duties of the position.

EXAMPLES OF DUTIES

- Collects, reviews, verifies, calculates, codes, posts and/or enters data from timesheets and other source documents related to hours worked, pay rates, deductions, contributions, leave time, etc., in accordance with established procedures and controls;
- Submits accurate and timely information to County Office of Education for generation of payroll checks; audits, verifies and corrects payroll;
- Calculates payroll and payroll adjustments for a variety of personnel actions and makes necessary changes to records; prepares manual checks;
- Balances/reconciles accounts, records, reports, statements, etc. to established controls;
- Establishes and maintains employee records including authorized deductions and contributions, leave usage, pay rates, garnishments and other payroll-related information;
- Prepares and generates a variety of payroll-related reports;
- Acts as resource person and primary reference source regarding assigned area to district, school and County staff; resolves problems and answers questions;

- Reads, interprets and applies laws, codes, regulations, contracts, and policies affecting payroll transactions; maintains confidentiality of data;
- Distributes paychecks, W-2s, and various payroll notices; tracks and monitors required responses;

May perform other payroll-related clerical accounting functions as required;
Operates a variety of office equipment and performs filing, typing, and related clerical tasks in support of assigned functions.

QUALIFICATIONS

Knowledge of:

- General principles, practices, and procedures of accounting and financial recordkeeping.
- Methods and practices of computerized payroll processing.
- Applicable laws, codes, regulations and policies.
- General clerical office practices and procedures, including operation of common office equipment and computer hardware and software.

Skill in:

- Establishing and maintaining accurate financial records and preparing complex forms, records, summaries and reports.
- Making rapid and accurate arithmetic calculations.
- Gathering, reviewing and evaluating data and information for compliance with established procedures and controls.
- Identifying, comprehending and resolving accounting discrepancies.
- Working independently and using sound judgment within the framework of policies, procedures and guidelines.
- Maintaining the security and confidentiality of data.
- Operating standard office equipment including computers and adding machines with speed and accuracy.
- Reading and writing at a level sufficient for successful performance of required duties.
- Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).
- Establishing and maintaining effective working relationships with those contacted in the course of work.

A typical way of acquiring the required knowledge, skills and abilities might be:

Level I - Equivalent to graduation from high school, and three years of responsible clerical accounting or bookkeeping work.

Level II - Equivalent to three years of experience at the Level I position and knowledge of both payrolls, certificated and classified.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to sit or otherwise remain stationary at work post for long periods of time.

- Physical ability to reach, bend and grasp in order to file and retrieve materials.

OTHER REQUIREMENTS

May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.