

AMADOR COUNTY UNIFIED SCHOOL DISTRICT PAYROLL TECHNICIAN

DEFINITION

Under general supervision, to perform responsible clerical work in preparation of major payrolls, including monthly, hourly, classified and certificated payrolls; to assist and advise in the formulation, installation and revision of payroll record keeping procedures; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform specialist-level work wherein the incumbent is expected to exercise considerable initiative in the resolution of problems encountered in the preparation of major payrolls. Incumbents work under the pressures of performing accurate and detailed work within rigid time schedules. A thorough knowledge of the overall payroll system is required to work successfully in this class. Incumbents are expected to resolve most payroll and benefit problems confronted through the application of research, judgment and precedent, referring only those matters which require administrative action to the supervisor.

EXAMPLES OF DUTIES

- Gathers, tabulates, extends, balances and posts payroll and related data;
- Explains policies and procedures related to payroll accounting;
- Interprets and applies Education Code, labor contracts, Board actions, policies and District directives to general and specific payroll transactions;
- Audits and adjusts time reports, data processing payroll listings sheets and payroll cards;
- Checks and codes data according to established policies and procedures;
- Prepares, verifies and balances reports of income tax, voluntary deductions, unemployment insurance and related matters;
- Arranges for distribution of pay warrants and W-2 forms to employees and checks for voluntary deductions to vendors;
- Compiles and keyboards a variety of reports;
- Assists and consults with supervisor in the preparation of special reports and on unusual problems involving deviation from policy or precedent;
- Answers questions and gives authoritative information relative to the records maintained;
- Audits payroll distribution control sheets;
- Develops written communications informing appropriate District staff of payroll matters;
- Instructs District personnel in timekeeping procedures, cut-off dates, warrant distribution and related matters;
- Analyzes payroll problems, changes in law, labor agreements and new regulations;
- Reconciles teacher absences with substitute reports;
- Reconciles fringe benefit invoices with District records and prepares for payment;
- Prepares vacation and sick leave notices;
- Maintains records of retiree participation in fringe benefit programs;
- Contacts appropriate management personnel for changes, adjustments or updates on employee payrolls;
- Maintains security lists;
- Provides information to the Bureau of Labor Statistics;
- Receives and processes unemployment claims;
- Performs related work as required.

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QUALIFICATIONS

Knowledge of:

- Methods and practices of payroll record keeping;
- Principles of payroll, including tax withholding, voluntary deductions and fringe benefits;
- Data processing pertaining to payroll accounting;
- Modern office equipment and procedures;
- Payroll practices and procedures;
- Employee and retiree benefit programs;
- Data processing-oriented payroll systems;
- Basic mathematics;
- Computer terminal operating methods.

Ability to:

- Maintain payroll and benefit records, interpreting time sheets and posting entries, applying deductions and preparing checks;
- Analyze, apply and explain moderately complex rules and regulations;
- Devise and adopt work procedure and record keeping systems to meet changing or specialized needs; organizational
- Communicate clearly, both orally and in writing;
- Work under the pressure of recurrent deadlines with frequent interruptions;
- Operate a calculator by touch;
- Operate a computer terminal;
- Make mathematical calculations with speed and accuracy;
- Understand and carry out oral and written instructions;
- Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is journey-level experience performing payroll accounting work of a public agency;

and

Completion of coursework in public account clerical practices or a closely related field;

or

Experience at or equivalent to the level of Senior Account Clerk in the Amador County Unified School District, from which the incumbent has acquired the knowledge and abilities listed above.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Positions in this class perform work which is primarily sedentary.

Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Mobility of lower body is not required.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

Incumbents may be required to work at a video display terminal for prolonged periods.

SALARY LEVEL

Range 28 of the ACUSD Confidential Salary Schedule.