

AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
SENIOR PAYROLL TECHNICIAN

**DEFINITION**

Under limited supervision of management, performs responsible and complex payroll computational accounting and clerical in preparation of all payrolls, including monthly, hourly, classified and certificated payrolls; assists and advises in the formulation, installation and revision of payroll record keeping procedures; and performs related work as required.

**CLASS CHARACTERISTICS**

Positions in this class perform specialist-level work wherein the incumbent is expected to exercise an above-average level of 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. Incumbents must have a thorough knowledge of the process, laws, policies, and contract provisions pertaining to payroll and have the ability to analyze situations accurately and adopt an effective course of action to work successfully in this class. Incumbents are expected to resolve payroll and benefit problems confronted through the application of research, judgment and precedent.

**EXAMPLES OF DUTIES**

- Gathers, tabulates, extends, balances and posts payroll and related data;
- Explains policies and procedures related to payroll accounting and may advise staff on technical aspects of the payroll system;
- Balances and proofs regular and supplemental calculations, prelists and time sheets;
- Interprets and applies Education Code, labor contracts, Board actions, policies and District directives to general and specific payroll transactions;
- Checks and codes data according to established policies and procedures;
- Ensures that general ledger activity for payroll is posted accurately, and makes journals and transfers for necessary correction;
- Ensures that complete and auditable documentation is maintained in employee payroll files;
- Prepares the monthly state retirement reports; balances, makes adjustments, deletions, and additions;
- Maintains controls for balancing of state and federal taxes, voluntary deductions, CalSTRS, CalPERS, unemployment insurance and related matters and files reports as necessary;
- Reconciles fringe benefit invoices with District records and prepares for payment on a monthly basis.
- Prepares vacation and sick leave notices; maintains employee vacation and sick leave accruals in Absence Tracker
- Maintains records of retiree participation in fringe benefit programs;
- Reconciles and coordinates processing of all W-2's for the purpose of providing employees with accurate salary documentation
- Arranges for distribution of pay warrants and W-2 forms to employees, and checks for voluntary deductions to vendors.
- Prepares documents for repayment of lost warrants and advances;
- 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 draft written communications informing appropriate District staff of payroll matters;
- Works with District personnel in timekeeping procedures, cut-off dates, warrant distribution and related matters;
- Reconciles employee absences with substitute reports using SubFinder;

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- Provides information to the Bureau of Labor Statistics and Employment Development Department;
- Receives and processes unemployment claims;
- Maintains and reconciles payroll-related accounts through specified cycles meeting required deadlines;
- Posts payroll deductions, reductions and payments;
- Coordinates with QSS and El Dorado County Office of Education Information Services Department in maintaining payroll software; ensures system backups are completed daily;
- Inventories and orders stock and supplies based on present and projected needs for payroll and related reports.
- Performs related work as required.

**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:**

- Work with minimal supervision and exercise independent judgment; work additional hours, as needed, to meet deadlines.
- Apply laws, policies, and contract provisions pertaining to payroll procedures.
- Analyze situations accurately and adopt an effective course of action.
- Analyze complex financial data and prepare accurate records and reports.
- Perform payroll-related duties requiring initiative under the stress of strict deadlines. Perform calculations and post data rapidly and accurately.
- Assure that assigned tasks are completed within time or reporting deadlines.
- Operate computer equipment and standard office machines.
- Communicate clearly and concisely both orally and in written form.
- Maintain a positive and effective working relationship with employees and others contacted in the course of work. Perform clerical work of above-average difficulty with minimum supervision.
- Maintain accurate files and records.
- Be flexible and receptive to change.

**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. Completion of coursework in public accounting 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**

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**Physical:**

- **Standing/Walking:** Occasionally; short distances in office areas while distributing messages, filing.
- **Sitting:** Frequently/constantly; at desk or computer while entering data, typing, completing paperwork.
- **Lift/Carry:** Occasionally; up to 5-10 lbs.; paperwork, files, office supplies. Seldom boxes of paperwork and files up to 30 lbs.
- **Push/Pull:** Occasionally, exerting up to 6-14 lbs. force; opening doors, file drawers, pushing files.
- **Bending/Twisting:** Occasionally; at waist/knees to and from seated position or to reach lower file drawers
- **Kneeling/Crouching:** Occasionally; to reach lower file drawers.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping, fingering while entering data into computer, typing, filing, answering phones.
- **Sight:** Constantly; in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment.
- **Speech/Hearing:** Constant use of speech/hearing in communicating with coworkers, supervisors, students, and answering phones.

**Mental**

- Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment.
- Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures.
- Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines.
- Must be able to read/write/speak English, possess basic mathematical skills, and knowledge of grammar, spelling and punctuation.

**Work Conditions**

Location: Work is performed in a climate-controlled office setting.

Hazards: None noted

Equipment Used: Personal computer, printer, copier, telephone, fax other general office equipment.

**SALARY LEVEL**

Range 33 of the ACUSD Confidential Salary Schedule.