

## RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

### TITLE

Payroll Specialist

### CLASS DEFINITION

Under supervision performs all duties associated with certificated and classified payroll preparation; compiles statistical information for negotiation purposes; performs other related work as required.

### QUALIFICATIONS

Experience: • Three years of responsible accounting and fiscal record management and reporting experience, preferably including one additional year of performing specialized functions pertaining to school district payroll accounting.

Education: • Graduation from high school or equivalent, including or supplemented by some courses in general business education, office practice, accounting and office machines.

#### Knowledge and Abilities:

- Laws and regulations applying to school district payrolls delineated by state retirement systems and Federal/State regulations;
- Standard methods, terminology and practices of bookkeeping, payroll and financial record keeping;
- General office practices and the operation of office machines;
- Arithmetic, filing and record checking;
- Independently prepare accurate financial and statistical statements, summaries and reports;
- Make mathematical calculations and verify computations with speed and accuracy;
- Operate standard office equipment, including small to mid-sized computer and peripheral equipment;
- Understand and follow oral and written instructions;
- Remain flexible under the pressure of a heavy workload and critical deadlines;
- Read and understand employee fringe benefit information;
- Apply district policies, regulations and procedures judiciously;
- Establish and maintain an effective working relationship with those contacted in the course of work.

#### Required Licenses and Certificates:

- Pass District Clerical and Accounting Tests

### SUPERVISION FROM

Chief Business Official

### SUPERVISION OVER

None

Payroll Specialist

## TERMS OF EMPLOYMENT

Work Year: 12 months

Length of Work Day: Eight hours exclusive of a lunch period, as assigned by supervisor.

Salary: Per Job Title on Classified Salary Schedule

## JOB DUTIES MAY INCLUDE, BUT NOT LIMITED TO:

1. Receive and process payroll input data from all district sites.
2. Respond to employee questions regarding payroll and assist outside auditor with annual audit.
3. Calculates employee salaries with regard to annual salary, retroactive pay, daily rates, sick leave, vacation accruals and payoff, new hires, terminations, payroll calculations for the processing of revolving cash checks.
4. Attends county payroll and retirement meetings relating to Education Code requirements.
5. Assist the Chief Business Official in payroll related calculations, such as salary schedules, and statistical research for negotiation purposes.
6. Responsible for preparation of payroll data for the county office for monthly and hourly employees; auditing all payroll related data, including but not limited to, time sheets, sick leave and absence reports, payroll personnel data, miscellaneous deduction input, county payroll order listing.
7. Prepare various payroll reports including monthly and hourly payroll tax deposits, quarterly reports for unemployment, disability insurance, Federal and State Income Tax Returns and record keeping in relation to these.
8. Verification of salaries to the proper salary accounts in accordance with the District Chart of Accounts.
9. Responsible to assure salary account accuracy in payroll personnel changes and reconcile payroll information with Budget Data Base.
10. Process all miscellaneous deductions including, but not limited to, Tax-Shelter Annuities, Insurance, union dues, electronic transfers, etc.
11. Process PERS and STRS enrollment and termination forms as appropriate.
12. Process unemployment and state disability claims against the District.
13. Process employment verifications and subpoenas for records/documents requests.
14. Maintain TB records program.
15. Process Worker's Compensation claims, including but not limited to medical information, claim forms, logs, files and payments back to District.
16. Responsible for recording RTA and CSEA sick leave bank deposits and withdrawals.
17. Perform other related duties as assigned.

## WORKING CONDITIONS AND PHYSICAL DEMANDS

Work is sedentary with employee sitting to perform the work; some walking, standing and minimal lifting of light objects; everyday risks requiring normal safety precautions.

Board Approved: August 19, 2004