

PAYROLL TECHNICIAN
REPORTS TO: Director Payroll
SUPERVISES: Not Applicable
QUALIFICATIONS: High School Diploma or possession of a GED, and four (4) years of payroll-related or other accounting/finance-related experience. Demonstrated experience with 10-key calculator, mainframe, and personal computer applications.
MAJOR FUNCTION
Performs specialized, technical duties to prepare an accurate and timely district-wide payroll, utilizing and verifying data from a number of source documents. Work is performed independently under general supervision and may be reviewed in subsequent operations or through verification of financial records.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Prepares, calculates, and verifies salary adjustment forms for new employees, substitutes, and any adjustments that cannot be done on the payroll system. Reviews balances and makes corrections before payroll is run. • Reviews Human Resource personnel action notices and leave of absence forms for accuracy. Coordinates with Human Resources on leave of absence hours available and dates. • Inputs sick and vacation leave accrual adjustments to payroll system. • Works with Risk Management to ensure accurate timing of payroll deductions. Processes insurance refunds, arrears, adjustments, worker's compensation adjustments and miscellaneous corrections to payroll deductions. • Uses reports designed to troubleshoot payroll processing errors, • Reviews weekly reports and resolves database actions as identified in error reports of equalized pay system for active and terminated employees. • Audits certificate of absence forms and inputs leave time corrections when applicable. • Calculates final pay adjustments, specialized payroll calculations and notification letters for employees terminating, retiring or entering DROP. • Assists with questions from employees regarding pay received; researches and resolves discrepancies. • Processes and prints manual checks. Provides documentation of checks printed to accounting. • Sorts W-2 forms for distribution. Maintains returned W-2 forms and resends when applicable. • Processes support summer saving deductions, W-4 forms and stipend payments. Processes payouts of summer savings when employee requests or terminates. • Advises departments and employees on departmental procedures. • Trains new secretaries, head plant operators, food service managers at schools and departments that are responsible for online payroll entry. Trains data management technicians for summer school payroll processing. Visits "off-site" locations to train. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>

PAYROLL TECHNICIAN

HISTORY OF JOB CLASSIFICATION

ISSUED: 2/95 SV/12/96 PBL; BOARD APPROVED: 8/26/97; D&R, & WC REVISED: 8/04 AK; ER REVISED 2/28/23
LM

PAYROLL TECHNICIAN

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

PAYROLL TECHNICIAN - PESPA