

MODESTO CITY SCHOOLS

JOB DESCRIPTION

PAYROLL ANALYST

DEFINITION:

Under the direction of the Supervisor-Payroll, perform a variety of specialized and complex payroll and retirement accounting functions to assure District employees are paid in an accurate and timely manner; prepare, process and analyze various complex payroll and retirement benefits information, transactions, forms, documents, records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of specialized and complex payroll and retirement accounting functions; prepare, process, audit and analyze a variety of payroll and retirement-related forms and documents; including establishing controls for balancing payroll.
- Research, compile, prepare and revise accounting data; prepare, maintain and update a variety of financial and statistical records and reports related to payroll, retirement, STRS and PERS, employees, wages, taxes, deductions, revolving checks, leave and assigned duties; assure mandated regular and periodic reports are completed in accordance with established time lines; reconcile clearing fund accounts.
- Prepare, process, analyze and verify the accuracy of a variety of complex transactions and related paperwork in preparation of classified and certificated payroll such as retirement and payroll adjustments, revolving check requests, stipends, check replacements and wage garnishments; prepare and set up direct deposits and related transactions; initiate and process fund transfers; reconcile revolving cash reimbursements.
- Review, evaluate, calculate and audit payroll, retirement, employee and related financial and statistical data, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles and established requirements; identify errors and compliance issues, make corrections and resolve related problems.
- Enter new employees into payroll database as required; process and maintain related documentation.
- Process substitute pay claims as required.
- Prepare and submit monthly reports regarding employee and employer contributions for retirement funds.
- Review, prepare, process and submit various tax filings, information, forms and documents as needed.
- Prepare and transmit direct deposit and payroll checks to the bank as required; compare, audit and reconcile general ledger and payroll taxes.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Duplicate and distribute a variety of payroll and benefits-related documents and materials to employees.
- Maintain current knowledge of laws, rules, regulations, policies and procedures related to assigned payroll functions

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college-level coursework in business administration, accounting or related field and three years increasingly responsible payroll experience including work with retirement accounts.

Knowledge of:

- Practices, procedures and techniques involved in payroll preparation and processing.
- Tax withholding, voluntary deductions, garnishments and retirement plans.
- Preparation, maintenance, verification, auditing and processing of payroll records and reports.
- Applicable laws, codes, regulations, policies and procedures.
- Generally accepted accounting and auditing principles, practices and procedures.
- District payroll organization, operations, policies and objectives.
- Financial and statistical record-keeping techniques.
- Employer and employee contributions and related STRS and PERS functions.
- Preparation of financial statements and comprehensive accounting reports.
- Methods of auditing retirement contributions and tax information and coordinating payments.
- Advanced payroll functions of an educational organization.
- Computer hardware systems and software applications utilized in payroll processing.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Arithmetic computations.

Ability to:

- Provide consultation and technical assistance to personnel concerning payroll functions
- Perform complex auditing, record-keeping and reporting functions to assure proper application, calculation and reporting of compensation data, retirement benefits and taxes.
- Utilize a computer to develop spreadsheets, maintain automated records, initiate queries, generate computerized reports and input, audit and extract data.
- Identify, investigate and assure proper and timely resolution of payroll errors and discrepancies.
- Monitor, audit, adjust and reconcile payroll data and accounts.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Process, audit and reconcile retirement and tax contributions.
- Determine appropriate action within clearly defined guidelines.
- Coordinate and conduct trainings and workshops.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Constant interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 1/19/99

Unit Approved: 6/21/99

Board Approved: 7/12/99

FLSA Status: Non Exempt

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