

MODESTO CITY SCHOOLS

JOB DESCRIPTION

PAYROLL SPECIALIST

DEFINITION:

Under the direction of the Payroll Supervisor, perform a variety of technical payroll accounting duties to assure classified and certificated employees are paid in an accurate and timely manner; prepare and maintain a variety of automated and manual records and reports related to the payroll function.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of technical duties in the preparation of supplemental payroll for certificated and/or classified personnel; receive and audit organizational time reports for classified and/or certificated employees; process and evaluate a variety of payroll-related forms and applications.
- Process certificated and classified supplemental payroll; input time sheet information including deductions into an assigned computer system; generate computerized lists and reports; assure accuracy of input and output data; compare prelists with computer printouts, detect inaccuracies and make corrections.
- Maintain and audit pay claims; upload claims and balances to payroll database; enter manual claims and calculate enter pay claim adjustments; assist site administrators and support personnel to resolve online pay claim issues.
- Maintain and audit leave tracking; track Department and school site employee attendance; create, calculate and process payroll deductions; place new employees in appropriate leave groups and maintain related leave balances; enter manual adjustments as necessary.
- Maintain employee deductions for union dues, long term disability and other billing deductions in accordance with established laws, codes, rules and regulations; maintain and process reports and billings and initiate payments for voluntary deductions.
- Serve as a technical resource to personnel regarding supplemental payroll processes, policies and procedures; respond to inquiries and provide information concerning calculations, pay rates, benefits, taxes and leave; investigate and resolve retroactive and other payroll discrepancies.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Provide information to staff concerning payroll techniques, procedures, guidelines and regulations; assist in coordinating accounting activities to meet established payroll time lines.
- Establish substitute employee financial records and accounts; reconcile PERS accounts for retired and active substitutes.
- Process late pay claims and request special checks and advances for employees as required.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented and two years payroll experience.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

DESIRED QUALIFICATIONS:

- One year college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.
- Three years accounting, bookkeeping, clerical, secretarial experience performing general work tasks.

Knowledge of:

- Principles and techniques involved in payroll preparation and processing.
- Tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Preparation, maintenance, verification and processing of payroll records and reports.
- Organizational payroll policies and objectives
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable laws, codes, regulations, policies and procedures.
- Principles and practices of data processing.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Assure employees are paid in an accurate and timely manner.
- Prepare and maintain a variety of automated and manual records and reports.
- Interpret, apply and explain laws, rules and regulations related to payroll activities.
- Process payroll and related records for payrolls.
- Monitor, audit, adjust and reconcile payroll data.
- Identify, investigate and resolve financial errors and discrepancies.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Assemble, organize and prepare data for records and reports.
- Work confidentially with discretion.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Make arithmetic computations with speed and accuracy.

WORKING CONDITIONS:**Work Environment:**

- Office environment.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- 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: 2/28/07

Unit Approved: 6/12/07

Board Approved: 7/16/07

FLSA Status: Non Exempt

DRAFT