

MEADOWS UNION SCHOOL DISTRICT
HR/Business Technician

Duties and Responsibilities:

JOB SUMMARY:

Under the direction of the Chief Business Official performs a variety of complex and specialized clerical duties, in recruitment, compensation, benefits, and employment processing. Ensures District funds are accurately and effectively processed: assists in compiling data for budget preparation and financial reporting. This position is responsible for Payroll, Employee Benefits Administration, Accounts Payable, Accounts Receivable and other clerical duties.

This position is a classified confidential position.

MINIMUM QUALIFICATIONS:

A combination of education, training and experience which clearly demonstrates possession of the knowledge, skills and abilities detailed above. A typical qualifying background would include: three years of human resources clerical/technical experience related to recruitment, selection, and onboarding and business accounting procedures. Experience must include maintaining computerized records, and interpreting and applying laws, rules and Ed Code regulations. College-level course work in human resources, business administration, or public administration or a related field may be considered as partial fulfillment of the work experience requirement.

DUTIES:

Duties may include, but are not limited to the following:

Payroll:

- Maintain comprehensive payroll records on the ESCAPE system
- Process monthly payroll according to ICOE deadlines with minimal errors
- Prepare annual Notices of Employment, ensure proper filing of W-4's, update employee name and address changes, and keep track of PERS and STRS members
- Maintains and updates employee personnel files, including certificated credentials
- Collects all vacation, sick leave, and other miscellaneous leave data to update employee absence records
- Receive transcripts for certificated and classified personnel for placement on salary schedule
- Collect and verify time sheets, withholding information, and calculate overtime and/or salary docks
- Prepare Federal and State Quarterly reports of income tax withholding
- Prepare and maintain files of workers compensation injury reports
- Coordinates Live Scan appointments with ICOE and maintains the secure data
- Maintains records of TB skin tests and/or required immunizations for all school employees and the CHP Pull Notice program for bus drivers; ensures records are kept current

Employee Benefits Administration:

- Enrolls new employees in health plans in a timely manner.
- Reconciles holding accounts, has ability to enter journal entries on the financial system to balance accounts
- Keep up-to-date knowledge of all employee benefit plans available
- Maintain accurate records of employee enrollment forms for all benefits
- Assist employees with claim questions or problems
- Administer COBRA

Accounts payable:

- Accurately process all bills payable in a timely manner
- Use the standard account code system to properly code and process accounts payable records
- Process and reconcile all purchase order requests, ensuring proper district policies and approvals were followed prior to payment
- Maintain accurate documentation for all bills paid for audit purposes
- Review all payables for accuracy, contact vendors to resolve disputes and/or billing errors
- Maintain vendor database, to include proper filing of W-9s and 1099s
- Verify Department of Labor certification for Public Works vendors

Accounts receivable:

- Maintain records of all checks and cash received
- Issue receipts of monies when applicable
- Prepare all deposits

Knowledge and abilities:

- Knowledge of financial recordkeeping procedures
- Excellent organizational skills
- Familiarity with standard accounting procedures and terminology
- Ability to operate standard office equipment including typewriter, copiers, calculator, printers, fax machines and computers
- Ability to communicate effectively in English, both verbal and written
- Willingness to take responsibility for accuracy of work performed
- Ability to complete tasks and meet deadline with minimal supervision
- Proficiency with Microsoft Excel and Word
- Ability to represent the District in a professional matter at all times

Perform other duties as assigned